

CIBM PCI HUG-UNIGE Preclinical Imaging Research Infrastructure

Fees and Access Policy

Effective January 2023 – Updated April 2025

The CIBM PCI HUG-UNIGE Preclinical Imaging Research Access Policy is applicable to the CIBM PCI HUG-UNIGE Infrastructure (hereafter "Equipment") located within the UNIGE Preclinical Imaging Platform PIPPA, *Bâtiment des Laboratoires* (BatLab), HUG.

Equipment and Service Fees

Access to CIBM equipment fee structure has been revised in CIBM Convention Execution n°37 to an hourly rate scheme as described in Table 1.

Preclinical Imaging Infrastructure	PET/SPECT /CT, HUG
Research Description	1 slot = 1 hour (h)
Type 1: Application	140 CHF/h
Type 2: Development*	25 CHF/h
Technical and Scientific Service	95 CHF/h

Table 1 CIBM PCI HUG-UNIGE Preclinical Imaging Infrastructure and Service Fees

Type 1. Application corresponds to time slots used for data acquisition of biological samples, animal cohorts or any closed-access development. Includes CIBM operator service, mandatory due to radiation safety considerations.

Type 2. Development: corresponds to time slots used to develop hardware/software equipment which will be added to the CIBM portfolio of resources and made available to the CIBM research community. CIBM operator service can be requested by the user or required by the CIBM PCI HUG-UNIGE Operational Manager for radiation safety considerations and will be charged additionally.

Priority is given for usage of **Type 1: Application**

*For projects of **Type 2: Development**, a pro-rata annual fee will be applied and capped to

- 6,000 CHF/year for PhD students
- 12,000 CHF/year for Post-Doctoral researchers.

Technical and Scientific Service: Applied hourly upon request and agreed upfront. Examples include, but not limited to,

- Data analysis
- Specific surgeries or cares/follow-up/scoring before or after scanning experiments.

The recommended session duration for the use of the preclinical PET/SPECT/CT scanner is of 4 hours minimum and 8h maximum.

Extra services provided by a CIBM PCI HUG-UNIGE staff, extra equipment, and the use of contrast agents, radiopharmaceuticals or other drugs are not included in the hourly rates. They will be predefined and charged separately, if any.

An additional overhead % to the hourly fees are applicable for projects led by Principal Investigators not affiliated to the CIBM founding partner institutions CHUV, UNIL, EPFL, UNIGE, HUG according to:

- + 20% - Swiss academic institutions
- + 60% - Non-Swiss academic institutions
- + 100% - Industry: Start-Up
- + 300% - Industry : Small Medium Enterprise (SME), Multi-National Company (MNC)

Booking

The Calpendo online booking system cibm-ch.calpendo.com was chosen by CIBM so as to give the project PI and researchers easy access to the booking and scanner usage information throughout the project. Scanning hours approved for the completion of the project will be granted, and the scanner booking will be done internally by the CIBM PCI HUG-UNIGE Operational Manager, ensuring scanner, staff availability and radioactive material availability.

Time slots

Users are allowed to book scanner time 60 days in advance. Exemptions to the 60-day notice may be considered upon application to the CIBM PCI HUG-UNIGE Section Head (valentina.garibotto@unige.ch) for extraordinary reasons, such as logistics peculiar to the specific research study.

Billing

The fees applicable to the use of the equipment are those indicated in [Table 1](#).

The billing will occur twice annually in accordance with the hours booked in the Calpendo booking calendar. A project booking and usage report will be sent to the Principal Investigator for validation in:

- early May for bookings that occurred between November 1st and April 30th,
- early November for bookings that occurred between May 1st and October 31st.

An invoice according to the booking and usage report will follow mid-May and mid-November, respectively.

Should a booked slot not be used, justification is required and cancellations are accepted until 24 hours prior to the slot at no charge.

Should payment for the prior cycle be outstanding, the CIBM may revoke your permission for scheduling.

Should a study end before the billing periods, an invoice may be requested at that time.

Animal Studies

No animal study can be performed without a current and valid license to perform animal experiments (Form A). It is the PI and Animal Study Director of the group responsibility to ensure that a valid license is in place, and that all aspects of the study shall be performed consistent with that approval.

We remind users that:

- Study feasibility must be discussed in advance.
- CIBM PCI HUG-UNIGE staff members performing the experiment should be explicitly included in the Form A.
- Every investigator involved in the study must have read and understood the Form A.
- Should experiment declaration be necessary, imaging session must be declared to the *Service de la Consommation et des Affaires Vétérinaires* (SCAV) by email at scav@etat.ge.ch, with the CIBM PCI HUG-UNIGE Operational Manager (olivia.bejuy@unige.ch) in copy.
- The CIBM PCI HUG-UNIGE does not provide any anaesthetic and other consumables which are under the responsibility of the user.

Radioactivity and Radioprotection

Due to the presence of radioactivity in the PIPPA/CIBM PCI HUG-UNIGE facility (type C working area), we ask PET/SPECT/CT scanner users to respect radiation safety principle of behaviour.

- Only investigators with formal training in radiation safety procedures are allowed to manipulate radioactive doses and animals.
- Working with radioactivity requires attention and caution. All users must show respect and patience to the CIBM PCI HUG-UNIGE staff.
- Access to the radioactive dose preparation room is STRICTLY FORBIDDEN without the consent of the CIBM PCI HUG-UNIGE staff.
- When leaving the C zone, all users must check themselves for radioactive contamination and incorporation with the appropriate equipment for the radioisotope(s) present in the working area and according to the rules dictated by the radiation safety officer.

Should these rules be violated, the CIBM PCI HUG-UNIGE or the radiation safety officer may revoke your access to the facility.

Scanning Training

All investigators accredited to work under radiation safety regulations and wanting to scan independently without CIBM PCI HUG-UNIGE staff support must undergo a complete training done by the CIBM PCI HUG-UNIGE Operational Manager and Technician. In this case, a final approval by the CIBM PCI HUG-UNIGE Operational Manager and the Radiation Safety Officer will be needed.

Grant Submissions

Should grant submissions that include PET/SPECT/CT imaging as part of the study protocol be planned, the feasibility of the study and the allocation of resources need to be discussed with the CIBM PCI HUG-UNIGE Section Head, Operational Manager and assigned CIBM PCI HUG-UNIGE staff prior to submission. For grants that are submitted without prior discussion, access to the scanner and adequate support may not be guaranteed.

Non-Standard Use of Equipment

Research involving installation of a research software or modifications of hardware requires the prior approval of the CIBM PCI HUG-UNIGE.

At the end of each session, the system must be put back into its original state.

Conduct of Study & Courtesy Guidelines

It is the responsibility of the investigator to ensure on-time arrival of animals, their suitability for the study, and the availability of any non-provided materials required for the study.

While CIBM PCI HUG-UNIGE staff will apply best scientific standards to support the study performed under the project, the user acknowledges that such study is to be construed as research which by its nature, involves uncertainty.

CIBM PCI HUG-UNIGE staff is not responsible for the failure of the study to deliver the desired results or any results.

CIBM PCI HUG-UNIGE is not responsible for radioactive material production or delivery failure.

As a courtesy to the others and for equal access, each investigator is responsible to finish his/her study on time. Time for setup, clean-up and data storage must not infringe on the time of the following investigator. Unforeseen events such as equipment failure, animal issue, etc. do occur and may shift or prolong the examination with a resultant infringement of the right of the subsequent investigator to start on time. While this should be a very rare exception, flexibility of all involved parties is expected.

Data Storage, Handling and Transfer

The capacity of CIBM PCI HUG-UNIGE equipment for data storage is limited. To ensure successful operation of the scanner and analysis stations, the databases need to be cleared periodically. For this reason, it is the user's responsibility to store and backup their data on their own external hard drives.

Clean Up

It is the responsibility of the users to clean up when finished.

- Animal preparation room, facilities and benches are to be cleaned.
- Beds and anaesthesia inducing boxes are to be cleaned and put away properly.
- Any equipment problem is to be reported immediately to the CIBM PCI HUG-UNIGE staff. Animals must be returned to the CMU animal facility only after radiation decay.

Co-Authorship

Co-authorship of an individual from the CIBM PCI HUG-UNIGE shall be according to the user's internal regulations. However, notwithstanding the foregoing, co-authorship of an individual from the CIBM PCI HUG-UNIGE is warranted if:

1. substantial contributions to conception and design of the study, scanner protocol design and acquisition of data, or analysis and interpretation of data have been made;
2. drafting the article or revising it critically for important intellectual content is involved; and
3. final approval of the version to be published has been granted.

Authors should meet conditions 1, 2, and 3.

Guidelines for co-authorship can be found at *New England Journal of Medicine* (1991:324; 424-428) and under http://www.icmje.org/ethical_1author.html.

Acknowledgments

Should part of the results obtained in collaboration with the CIBM PCI HUG-UNIGE and/or through the use of the equipment be published, the user agrees to include the following sentence in the 'Acknowledgments' section of the publication:

"We acknowledge the CIBM Center for Biomedical Imaging for providing expertise and resources to conduct this study."

Annex 1 - Definitions

User: depending on the user's institution, the user refers to:

- i) the individual user in the case of a Principal Investigator affiliated to the CIBM founding partner institutions CHUV, UNIL, EPFL, UNIGE or HUG
- ii) the institution or company in the case of a Principal Investigator not affiliated to the CIBM founding partner institutions CHUV, UNIL, EPFL, UNIGE or HUG

Radiation Safety Officer: persons within a company, assigned by the licence holder to be responsible for ensuring compliance with radiation safety regulations, in accordance with Art. 16(1) of the Radiation Safety Law of 22 March 1991 (LRaP) and Art. 182(2) of the Radiation Safety Ordinance (ORaP).

Annex 2 – Contact Information

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