York MRI Facility

Standard Operating Procedure #70-01

System Billing Guide and Standard Rates

1. Introduction

1.1. The 3T MRI scanner at the York MRI Facility is used primarily for in-vivo studies of human and animal structure and function. These studies include assessment of cognitive function and vascular dynamics, metabolism and physiology in normal and research patient populations. The facility resources are available to peer-reviewed grant funded scientific collaborators with appropriate Review Ethics Board protocols in place, see SOP #20-01 "New Protocols and Ethics Procedures".

1.2. Full-time technical support for scanner operation is provided and included in hourly rates during the following hours:

1.2.1. Monday 8:30 am – 4:30 pm
Tuesday 8:30 am – 9:30 pm
Wednesday 8:30 am – 4:30 pm
Thursday 8:30 am – 2:30 pm

1.3. Rates are periodically discussed and adjusted by the fMRI Business Planning Committee. These rates are determined through careful consideration of the facility operating costs and overhead.

2. Billing Guide

2.1. All billing begins at the start time indicated on the 3T MRI Schedule. It is the responsibility of the PI and/or experimental support personnel to ensure that the session begins promptly at the time indicated on the schedule.

2.2. The Operator must log their time on the "3T MRI Log Sheet" located on the counter to the right of the operator console.

2.3. It is the responsibility of the principal investigator or research personnel to ensure that their scanning session ends punctually at the specified time as listed on the online schedule. An experiment will not be allowed to exceed the scheduled time unless:

2.3.1. there is time available on the schedule following the session and the operator agrees to stay and operate the scanner for the extra time.
2.3.2. OR the researcher and operator scheduled in the subsequent scanning slot both agree to allow the extra time.

3. Standard Rates

3.1. All rates are determined by the fMRI Business Planning Committee and are as follows:

3.1.1. For York University investigators or collaborators from other Educational Institutions, the rate is $350/hr.
3.1.2. Rates for industry/commercial/clinical trial use are assessed on a case-by-case basis by the fMRI Business Planning Committee.

4. Scheduling

4.1. Access for editing the 3T MRI schedule is restricted to operators. Investigators and/or experimental support personnel are required to contact their operator to book time on 3T MRI schedule.

4.2. The principal investigator or research personnel must inform their operator of a cancelation of scan time as soon as possible. The operator will then immediately remove the entry from the online schedule so that another user may book the time.