MRS Animal System User Policy – FY24

Rates are increased each fiscal year and will be posted on the MRRC website. 4% inflation rates should be budgeted for grant submissions. However, we cannot guarantee that the submission of our rate setting will adhere to this 4% increase.

IN VIVO

- Day rate is set for $265/hour and is billed at a 3-hour minimum. Day rate hours are M-F 8 am - 8 pm. Of note, ex vivo scans are not allowed during M-F 8am-8pm. Hours are charged in a 3-hour block based on the time signed up. The charge is not reduced if the full block is not used unless there is a scanner problem.

- If you go over 3 hours you will be charged on a per hour basis.

- Any usage signed up for under 3 hours must be approved by Dr. Rothman in writing PRIOR to booking magnet time. Please email these requests to Dr. Rothman and cc Meko Owens-Ward. Note that 3 hour slot usage is prioritized over shorter scans

EX VIVO/IN VITRO

- Overnight/Weekend usage will be billed at a minimum of 6 hours- the rate will be $795 per slot (1 slot = 6 hours), this rate is for the 9.4T & 11.7T scanners.
- Overnight is considered after 8 pm -8am and Weekend is Saturday/Sunday.
- The overnight/weekend reduced rate is restricted to **fixed tissue samples or phantoms.** Live animal studies during these time periods will be billed at the hourly rate of $265/hour (3-hour slot minimum).
- If you are using overnight/weekend hours, ***please make a note on the calendar if you are scanning fixed samples or animals so that Meko knows which rate to bill.***

Booking Procedures

- To book a scan, please email Dr. Sanganahalli (basavaraju.ganganna@yale.edu) who will update and print the google calendar and place at each magnet console

prior to the week's bookings. Please remember to sign the paper calendar after the scan has been completed**. Please remember to complete the scanner checklist before and after each scan.**

- For those reservations that are not done ahead of time with Dr. Sanganahalli, please remember to note on the paper calendar your booking which should include COA, PI and animal protocol number.

- **Data Analysis** on the scanner - if you are doing analysis please log in during the off hours (check Google calendar). Analysis should be completed in less than 1 hour- if you need to be logged in for more than 1 hour, please contact Douglas Rothman for approval- without approval you will be charged for regular usage (see above).

- **Development time is not charged.** Any request for development, should be sent in writing to Dr. Rothman and cc'd to Dr. Sanganahalli and Meko Owens-Ward. Dr. Rothman must approve the request prior to scanning.

    - Development is defined as work on the system to implement new capabilities that benefit multiple users (e.g. a new pulse sequence, probe). It does not cover animal studies being used for publications or preliminary results, or PI specific technical development work. Except in special cases, development work should only be performed in time slots not signed up for standard billable usage.

- **The following usage is not charged:** system maintenance including QA, system repair, hardware and software installation and testing.

- **Scan Slot Cancellation Policy (MRS)**
  a) You will be charged for scan time whether or not you show up. The MRRC policy regarding scanning is that we charge for booking the scanner.
  b) The scan time includes the time it takes to get the animal into the magnet at the start and out of the magnet at the end. If you constantly go over your booked time you need to either shorten your protocol or extend your slot.
  c) There is a minimum 1 week notification required to relinquish a slot and avoid paying for it.
  d) Contact Basav Ganganna at basavaraju.ganganna@yale.edu for cancellations. If no one picks up the slot you will be responsible for paying for it.

e) Outside users pay a premium to cover overhead (the Dean's tax) not captured by Yale with external grants.

MRRC Staff Support/Training

- Dr. Basav Sanganahalli (basavaraju.ganganna@yale.edu) is the director of the small animal imaging support core including the 9.4T and 11.7T system. He is responsible for training system users, assisting in MR protocol implementation. He also is responsible for implementing and maintaining policies and procedures for system usage, as well as other usage (e.g. animal surgery) of the small animal MR suite.

- Ms. Monique Thomas, under the direction of Dr. Sanganahalli provides animal surgery, and system operation support, as well as maintaining the animal surgery and recovery areas

- Before new group members are allowed to work in the small animal MR suite (including outside of the magnet rooms) they must undergo a training by Dr. Sanganahalli on magnet safety, and general usage policies for the facility.

- For users who need support in operation of the MR scanners please see Dr. Sanganahalli who will work with you either on training lab personnel and/or obtaining support for system operation from MRRC core staff.

- For users who need support for animal surgery and maintenance during experiments please contact Dr. Sanganahalli who directs Ms. Thomas. Ms. Monique Thomas is available for animal surgery, animal support, and MR system operation on Monday, Wednesday, and Thursday. Dr. Sanganahalli is her immediate supervisor for these functions. For scheduling Monique, please contact Dr. Sanganahalli at least one week in advance. There is a google calendar that will show her weekly schedule. Of note, we will be in the process of working with the animal system User committee on a policy for pilot scans later in the fiscal year.

System Repair and Emergencies

- In case of an **emergency** (e.g. object stuck to magnet, equipment fire) immediately contact Terry Nixon (terry.nixon@yale.edu), Scott Mcintyre (scott.mcintyre@yale.edu) , and Dr. Sanganahalli. If they are not in the electronics shop, please call them at the numbers listed at each console.

- If none of them is available, please contact Dr. Rothman (douglas.rothman@yale.edu) or Dr. de Graaf (robin.degraaf@yale.edu).

- If there is a **problem with system operation** please contact Dr. Sanganahalli (basavaraju.ganganna@yale.edu), If he is not available please contact Mr. Nixon. If neither is available, please contact Dr. Robin de Graaf (robin.degraaf@yale.edu). **Also please leave a note describing the problem in the log book.**