TMII Scheduling and Cancellations Policies for Skyra 3T and mMR PET/MR Only

Reserving* policy
1. Groups with externally funded studies (NIH/Foundation/Industry) can reserve a slot more than 20 business days (4 weeks) in advance of a scan date
2. Groups with internal funding (MSSM), or any study using development time^, can only reserve within 20 business days (4 weeks) of a scan date
3. If at 10 business days (2 weeks) prior to the scan date, the reserved slot is not populated with valid subject information, it will be automatically cancelled and opened for general booking
4. Between 10-5 business days of a scan date, groups can reserve a slot, but will be cancelled if valid subject information is not entered 5 business days prior to scan date.
5. To schedule within 5 business days of scan date, the booking must contain valid subject information.

Booking limits
1. Groups with externally funded studies can reserve a maximum of 5 hours per 7 days when booking more than 5 business days prior to the scan date.
2. Groups with internally funded studies can reserve 2 hours per 7 days when booking more than 5 business days prior to the scan date.
3. There is no limit to the number of booked scan within 5 business days of the scan date.

Cancelations
1. If any scan is cancelled within 5 business days prior to the scan date, and not rebooked, the cancellation fee will be 50% of cost of the scan time not used. For example, if a 1.5-hour slot ($720.66/hr.) is cancelled within 5 days of the scan date and not rebooked, the cancellation charge will be $540.50. If 1 hr. of the 1.5 hrs. gets used by another funded study, the cancellation fee will be $180.17 (1/2 of the remaining 30 minutes)
2. If a study starts and is aborted for any reason (other than equipment malfunction) full charge will be applied.
3. If groups are found to putting in invalid subject information in order to bypass these policies further restrictions will be applied to that group's ability to access the calendar.

Booking modifications
1. Technologist will be recording the beginning and end of each session. If projects routinely go over the booked time, the study will be billed accordingly.
2. Studies will not be permitted to run beyond their booked time. If a subject arrives late, the scan protocol will need to be shortened to fit the booked time.
3. If the scan goes beyond the scheduled time, the study will be billed accordingly
4. The start and end of a booking can no longer be modified. If a subject needs to be rescheduled, the booking will need to be cancelled and rebooked.

* "Reserve" implies blocking a slot without (or with) a subject

^ This refers to development time using human subjects. Development time involving phantoms are limited to book within 1 business day of the scan time.

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