

March 17, 2014; updated March 24, 2015 & May 13, 2015; Updated Feb 1, 2017

Dear members of the MRI research community at MSU,

The Department of Radiology at Michigan State University makes available world class imaging support for the University community. It does this by providing access to a state-of-the art dedicated research 3T MRI which is fully-owned and operated by the Radiology Department. This correspondence documents our updated Research policy for Pilot and Funded studies.

**MSU MRI Pilot Scan Request Policy.**

MSU faculty can request subsidized MRI scan time for up to 20 subjects, which includes the services of a dedicated research MR technician during the hours of 9AM - 5 PM, M, W, F and 12:00 PM – 9:30 PM T, R, with occasional full day weekend coverage with advanced planning to meet staffing needs. These scans are intended to acquire pilot data to test new ideas and technology, and to acquire pilot data to be used for grant submissions. The Pilot Scan program does not include data analysis services.



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Pilot scans can be requested using a Pilot Scan request form, which many of you have been using for the last few years. Following submission of your Pilot Scan request, your request will be evaluated by the Associate Chair for Research and where necessary, consultations with other members of Radiology will be made. At the end of the Pilot Scan period, it is expected that the investigator will present their findings to the fMRI interest group. A final one page report will be required that indicates whether the pilot scan was successful or not and how the data will be used, be it for a grant, paper or to move on. For any publication or abstract generated using the data from this pilot scan, a statement of acknowledgement is required, stating that scans were funded by MSU Radiology Pilot Scan Program.

**MSU MRI Scan Cancellation Policy.**

Cancellations are an unfortunate part of our business. Cancellations by investigators more than 24 hours prior to the scheduled scan time will have their cancellation fee waived. Scans cancelled within 24 hours prior to the scan will be charged the full amount of the scheduled scan allotment. Cancellations due to Radiology fault will not result in a cancellation fee.

**Grant applications proposing to use MRI Research Facilities.**

- 1) All faculty who are proposing to use Radiology MRI facilities in grant applications are required to notify the Associate Chair for Research one month before submission of the grant. If requested, a letter of support will be written.
- 2) Radiology has a standard hourly rate for MRI time, currently \$550/hr, that needs to be budgeted in NIH grants. If your grant is awarded, both parties are expected to honor this rate. This cost only covers scanner time and does not cover computational services.
- 3) Researchers are required to factor in to their research subject number calculation, an expected attrition rate (10-25%). This will avoid complications with no-shows and scans that end early due to non-Radiology fault.
- 4) For NIH grants, researchers are required to budget for ancillary costs associated with the MRI system. This is estimated at \$2000 (R21)-\$3000 (R01) annually, and will be used in emergencies to replace critical non-MRI system equipment (i.e. projector) or will be used to purchase new enabling equipment or software.
- 5) Following your grant review, you are asked to share the results and summary statement with the Associate Chair for Research, in order to better understand whether Radiology is fulfilling its obligation to the imaging community, and how we might improve our services.

Sincerely,

A handwritten signature in black ink, appearing to read "Erik Shapiro". The signature is written in a cursive, somewhat stylized font.

Erik Shapiro  
Associate Chair for Research, MSU Radiology