Participant Recruitment, Scheduling, Billing, and Safety Screening

Participant Recruitment

The PI and research team for each project are responsible for participant recruitment for the project following the IRB-approved recruitment protocol.

Scheduling and Billing

The PI and research team are required to schedule time for research or work in the Control/ MRI Rooms and in the MRI Simulator Room ahead of time by consulting the MRI Facility receptionist in the lobby of CB3 or at mri@unl.edu, or by viewing the electronic MRI calendars. Scheduling occurs on a first-come, first-served basis.

Outlook MRI Suite calendars are used for scheduling (one for the MRI, and one for the MRI simulator – time in the MRI Simulator Room is not billed). The MRI calendar indicates at the top of each day the times that the MRI Suite is available for scheduling based on MRI Technologist availability. All researchers with projects approved to occur in the MRI Facility are granted read and write access to these calendars if they wish, so they are able to view the calendars and schedule events as needed. Please request access to the calendars by contacting mri@unl.edu. Details regarding the information required when placing an event on the calendar are found in the calendar guidelines for scheduling a new appointment (see Appendix B).

As noted in the calendar guidelines, there are several **policies related to scheduling time and billing** in the MRI Suite. Scheduled time must include all time the MRI Zones 3 and 4 Control and MRI Rooms will be occupied and/or the MRI Technologist will be required by the research team and participant (not to include time completing paperwork with the research team ahead of data collection nor time for the participant to change clothes). Reserved time should be scheduled and will be billed in 15-minute increments, with a minimum of 30 minutes scheduled and billed per reservation/data collection session. Unused fractions of the first 30 minutes or 15-minute increments thereafter cannot be carried over to a future scheduled event.

Scan sessions must begin and end on time according to how they are scheduled on the calendar. PIs/research teams are encouraged to have participants arrive early enough to complete all paperwork, behavioral testing, or other parts of the research protocol in plenty of time before the scheduled scan time. Likewise, research teams should plan to end on time, allowing time at the end of the session for any clean-up and data archiving that must occur within the MRI Suite or involve the MRI Technologist. If you are running late, you risk being unable to complete data collection as the MRI Technologist will need to stop the procedure in time for the next scheduled PI/research team time. Any overage in session time will be billed by the quarter hour.

The types of events that can be scheduled in the MRI Suite are detailed in the calendar guidelines. As of now, the **billable events** are Protocol Tests with Subjects and all Research Participant sessions. Billing will occur at the University approved rate; for current rates please contact Joanne Murray at jmurray14@unl.edu. Please contact CB3 Director, Tim Nelson, at tnelson3@unl.edu, regarding the possibility of obtaining non- billable hours for Protocol Tests with Subjects. Other work in the suite, including protocol creation and equipment tests, are not billed, though it is ideal for this type of work to occur at down times in the MRI Suite so as to not detract from the availability of time for research participants.

It is ideal for events to be **scheduled at least 24 hours in advance** to ensure that any on-call MRI Technologists are aware of the need to report to work. However, if it is confirmed that MRI Technologist coverage is available (when needed), events may be scheduled with shorter notice.

The **current cancellation policy** is such that it is preferred that reservations be modified or canceled no later than 24 hours prior to their start times. However, the MRI Facility does not currently bill canceled sessions even if they are canceled the day of the session. Please be aware that as the schedule becomes (mostly) full and making reservations becomes more difficult, research reservations canceled within 24 hours will likely be billed, as these cancellations may have prevented another research team from scheduling a participant.

Please note that if your participant cancels and you fail to let the MRI Technologist/ MRI Facility know prior to the start of the scheduled research session, you will be charged for that session. As a courtesy, please notify the MRI Technologist of the cancellation as soon as you are able.

Every effort will be made to avoid **MRI Facility initiated schedule changes,** but staffing or equipment problems may lead to unavoidable rescheduling. The PI/research team will be notified as soon as possible if a scan must be rescheduled. Such interruptions of services are not charged against the PI/research team.

Please note that scheduling and billing policies are subject to change as there is more demand on the MRI Facility and the MRI Technologist time. The MRI Technologist and the CB3 Director reserve the right to make final determination as to whether or not a scan will be billed.

Participant Consent and Safety Screening

As with any research project, research participants must **consent/assent** to participate in research studies conducted in the MRI Facility. The PI/research team is responsible for executing the project IRB-approved consent/assent process, which must be completed prior to a scheduled scan.

Research participants must also complete a **MRI Safety Screening form** and meet with the MRI Technologist to review the form prior to a MRI scan. For youth research participants ages 13-18 years, a **MRI Safety Screening form for Youth** is also required, to gather youth self-report of some safety screening questions. The MRI Technologist is responsible for determining whether a participant is safe from a personal health standpoint for entry into the MRI Suite and participation in a scan.

Safety screening can be completed at the time of a scheduled research scan. However, PIs/ research teams should be aware that ***if the MRI Technologist deems the participant to have unsafe implanted metal or other health-related contra-indications, and the PI/research team had not done their due diligence to prescreen the participant for a MRI scan, the session must be canceled, and the PI will be charged*** for the time slot. It is recommended that PIs/ research teams ask basic prescreening questions during the recruitment process to reduce the likelihood of a canceled scan for safety screening reasons. Alternatively, if a PI/research team wishes to consent research participants and request their return of a Safety Screening form in advance of a scheduled scan, the MRI Technologist can work with research teams to review forms and seek any needed additional information regarding participant health in advance. Additional tips for prescreening can be found in the shared CB3 MRI Facility Resources OneDrive folder.

Note that for studies involving children, parents or guardians may be required to complete a MRI Safety Screening form themselves, depending how present they wish to be in the MRI Suite during the research scan.

All research participant Safety Screening information will be stored electronically in the CB3 MRI Facility for 3 years after the conclusion of the associated research project. Information will be scanned on a password-protected scanner and automatically transferred to a secure server. All hard copies of information will be shredded upon scanning.

Note about Test Scan Subjects versus Research Participants

It is important to note the differences between test scan subjects and research participants:

- **Test scan subjects** participate in MRI scans to assist the research team in testing and confirming MRI protocols and procedures the team intends to use during a research project. Test scan subjects are required to complete the MRI Safety Screening form but are not required to provide legally effective informed consent/assent.
- **Research participants** are involved in research projects, meaning informed consent/ assent is required, as is the MRI Safety Screening form.

Note that the term **"pilot"** is sometimes used synonymously with test scan subjects, and other times used synonymously with research participants (as defined here). ***If a pilot is conducted with the possible intention of using the information collected for research purposes, the piloting process must be IRB-approved and include an informed consent/ assent procedure.***

Even though test scan subjects are not required to provide research consent/assent, the CB3 MRI Facility believes it is still important that test subjects are fully informed of the general risks of MRI/fMRI and of the specifics of the scan for which they are invited to serve as a test subject. Therefore, PIs/research teams conducting MRI protocol tests with subjects are required to review the **Test Scan Subject Form** (see Appendix C) with any test subjects, and invite them to sign indicating their understanding and agreement to participate. **For each PI, one signed form is required on file from each person who agrees to serve as a test scan subject for research projects conducted by that PI.** While it is the responsibility of the PI/research team that these are completed, the MRI Facility will store electronic copies of the forms. PIs/research teams may also retain copies of the signed forms for their records if they wish.