

# BIAC New User Orientation

Jenn Graves | Duke-UNC Brain Imaging and Analysis Center

# Agenda

- Introductions
- Facilities
- Accounts and Access
- Scheduling and Calendar Entries
- Protocol Planning
- Participant Screening and MR Safety
- Day of Scan Expectations
- BIAC Resources and Billing System
- FAQs
- Next Steps

# Introductions

# Welcome to BIAC!

- The Brain Imaging and Analysis Center (BIAC) was created in 1998 as the key component of the campus-wide neuroimaging initiative.
- We are now home to more than sixty researchers and staff members from throughout Duke University and UNC-Chapel Hill, and across diverse disciplines



# Introductions: Dr. Todd Harshbarger & MR Technologists



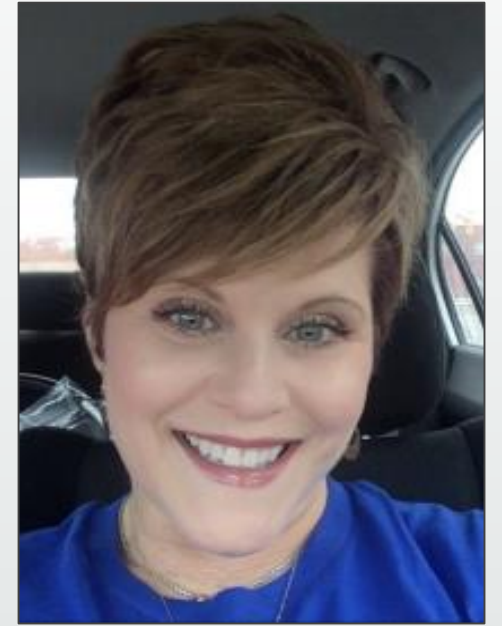
Dr. Todd Harshbarger  
*Director of MR Operations*



Jenn Graves



Lamont Conyers

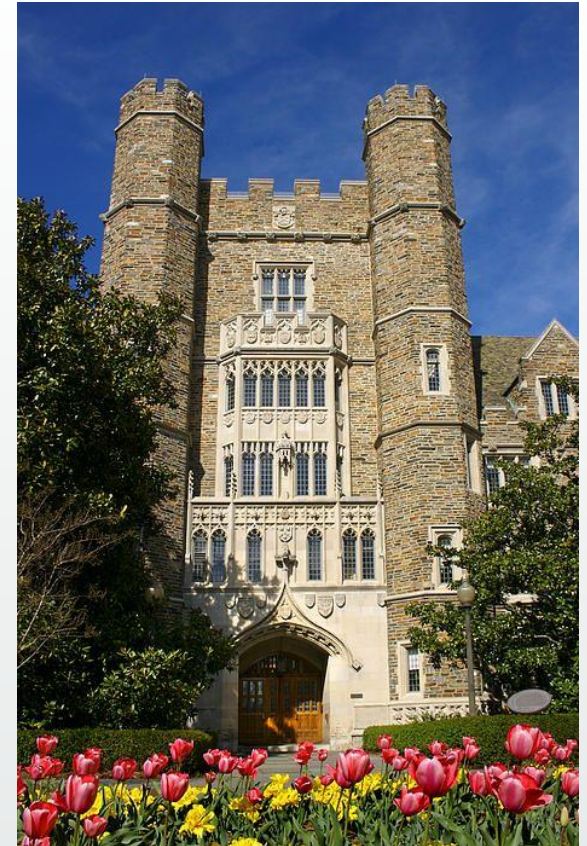


Susan Music

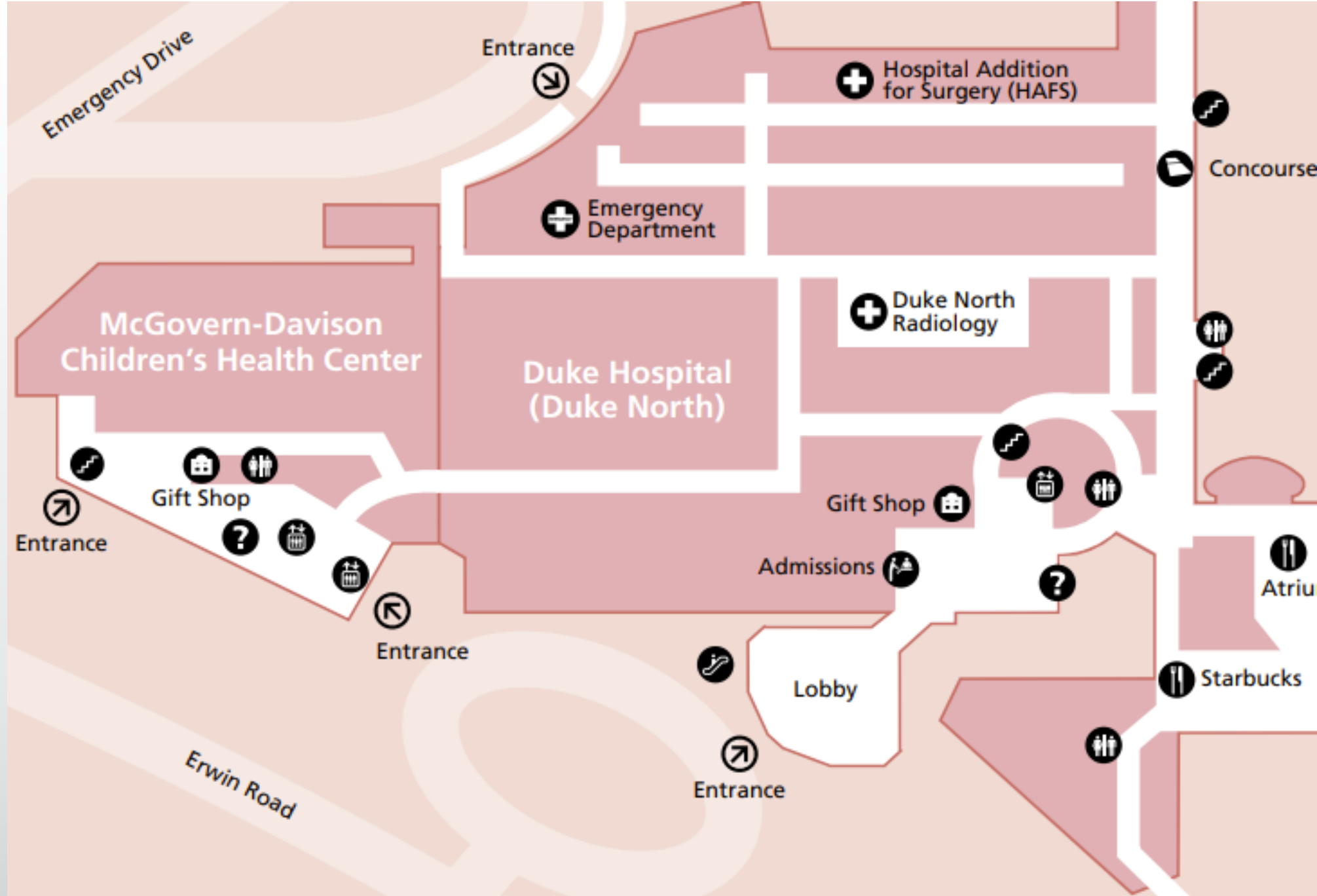
# Facilities

# Where is BIAC located?

- The main BIAC administrative offices are housed in the Davison Building, fourth floor (Duke Hospital South Green Zone)
- Duke Hospital North houses our research-dedicated MRI suites and our testing rooms.

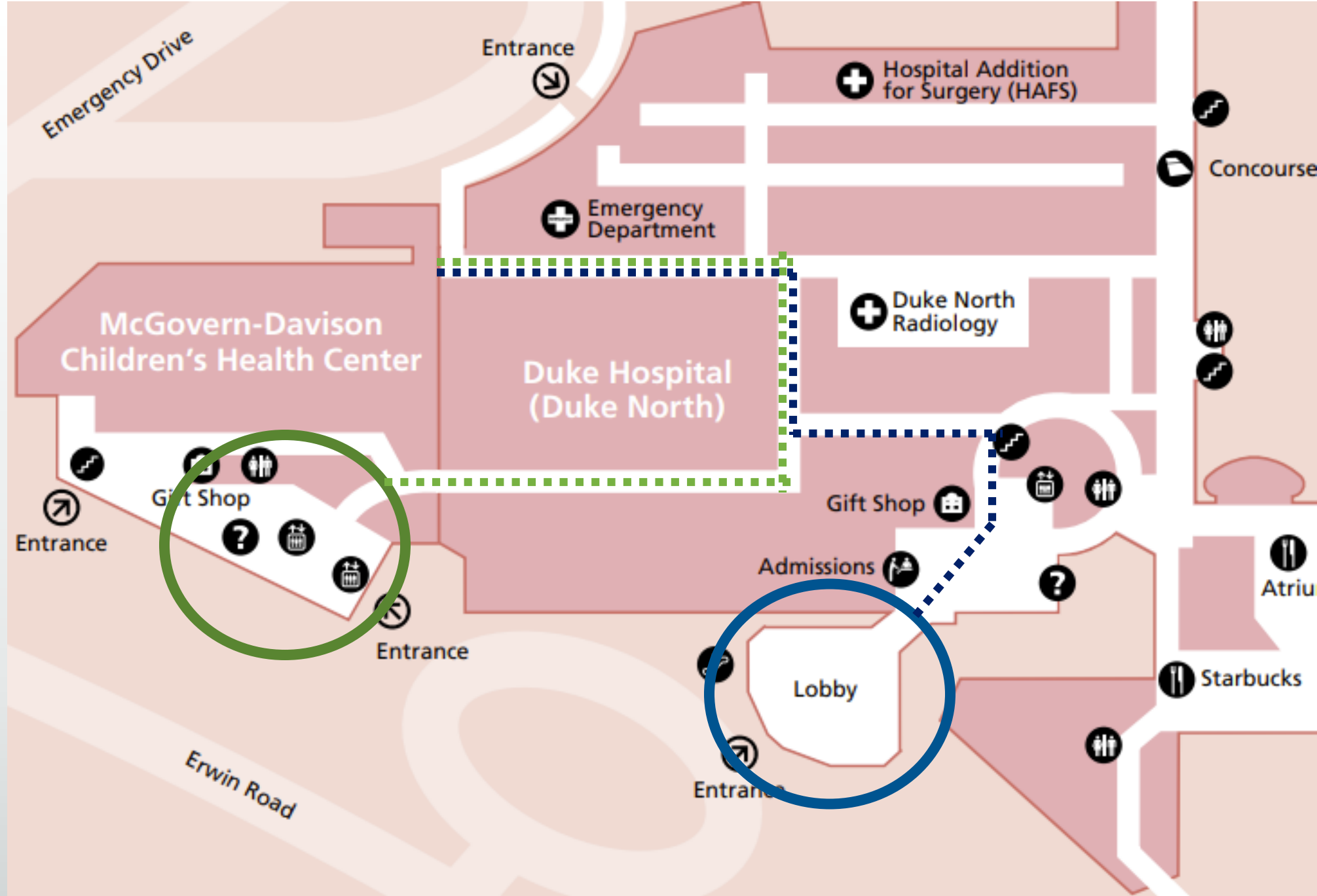


# Location within Duke Hospital





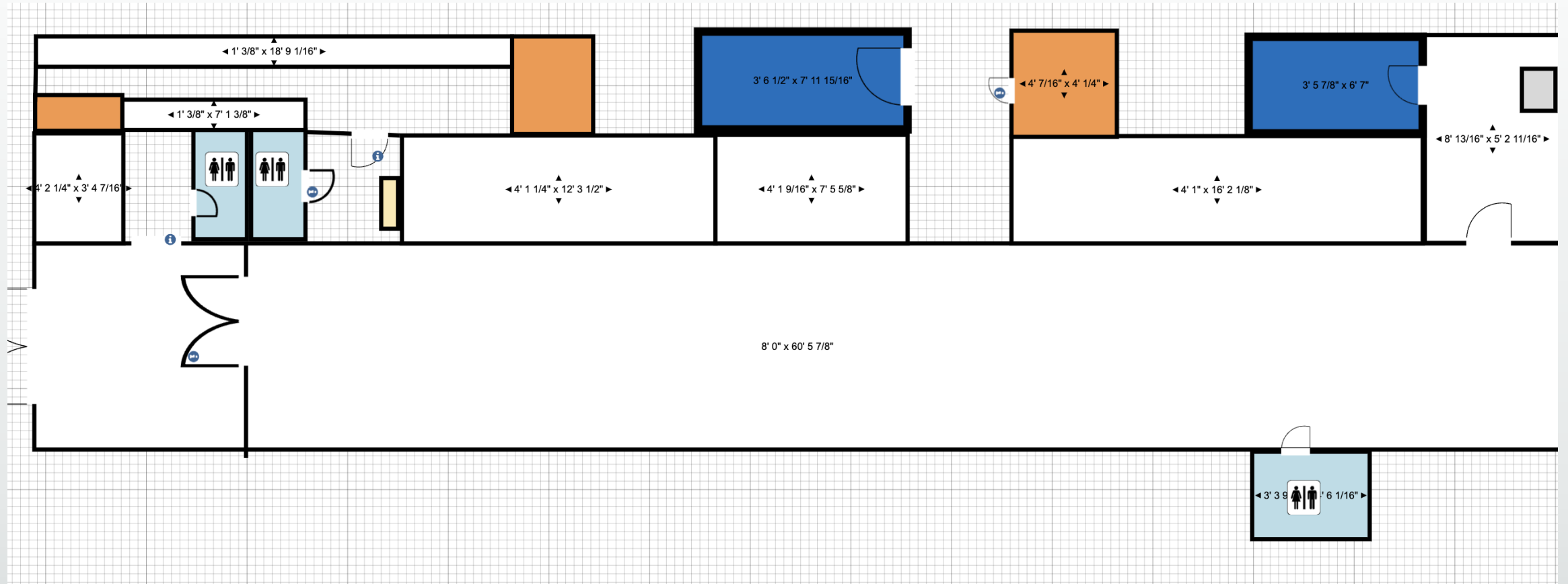
Route  
to the  
Scanners  
from  
each  
lobby





# MRI Entrance

# Overview of the Scanner Hallway



# Key Places

1)MRI

Department  
Entrance

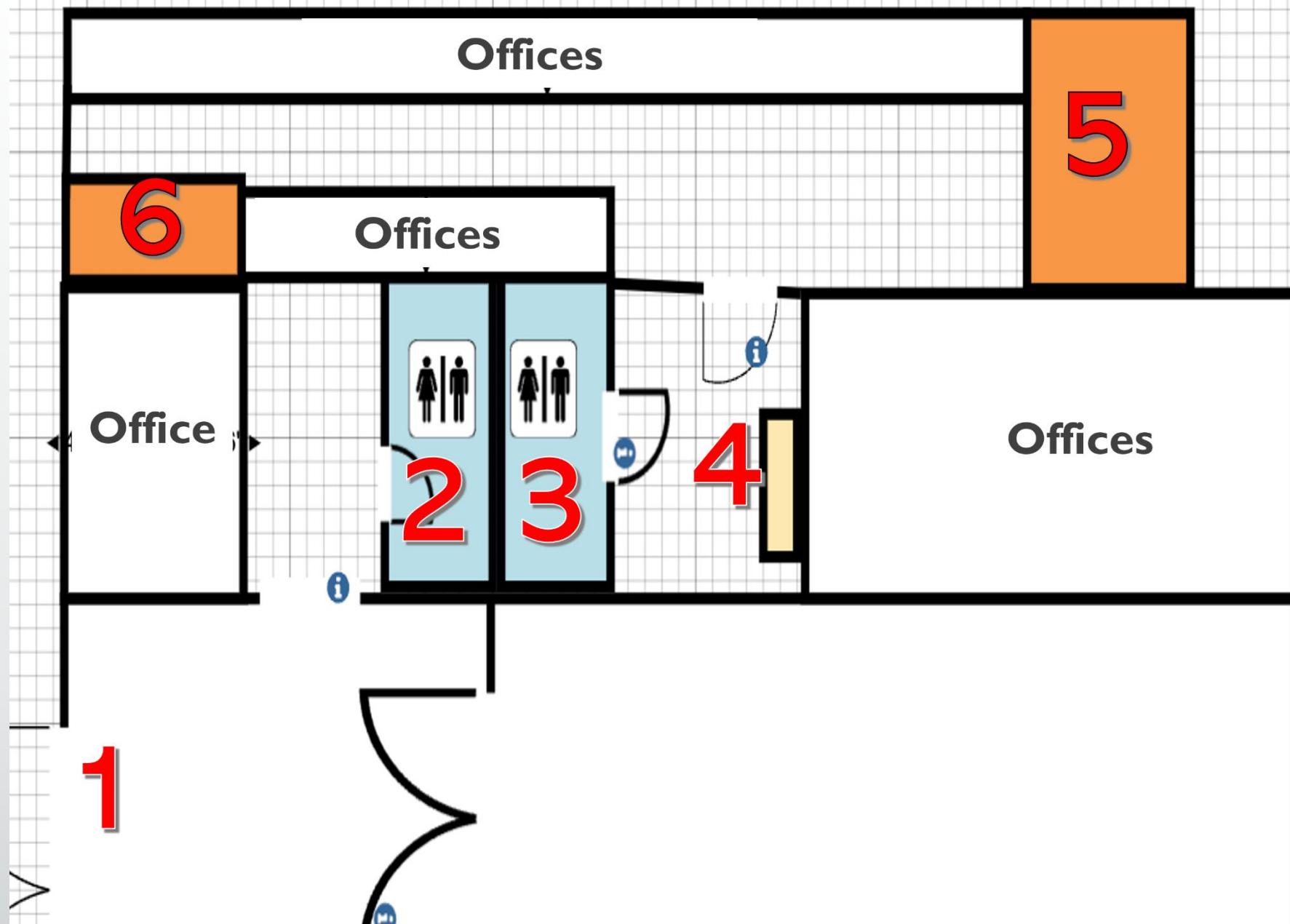
2)Restroom

3)Restroom

4)Lockers

5)MOCK I

6)DHNI



## 4) Lockers



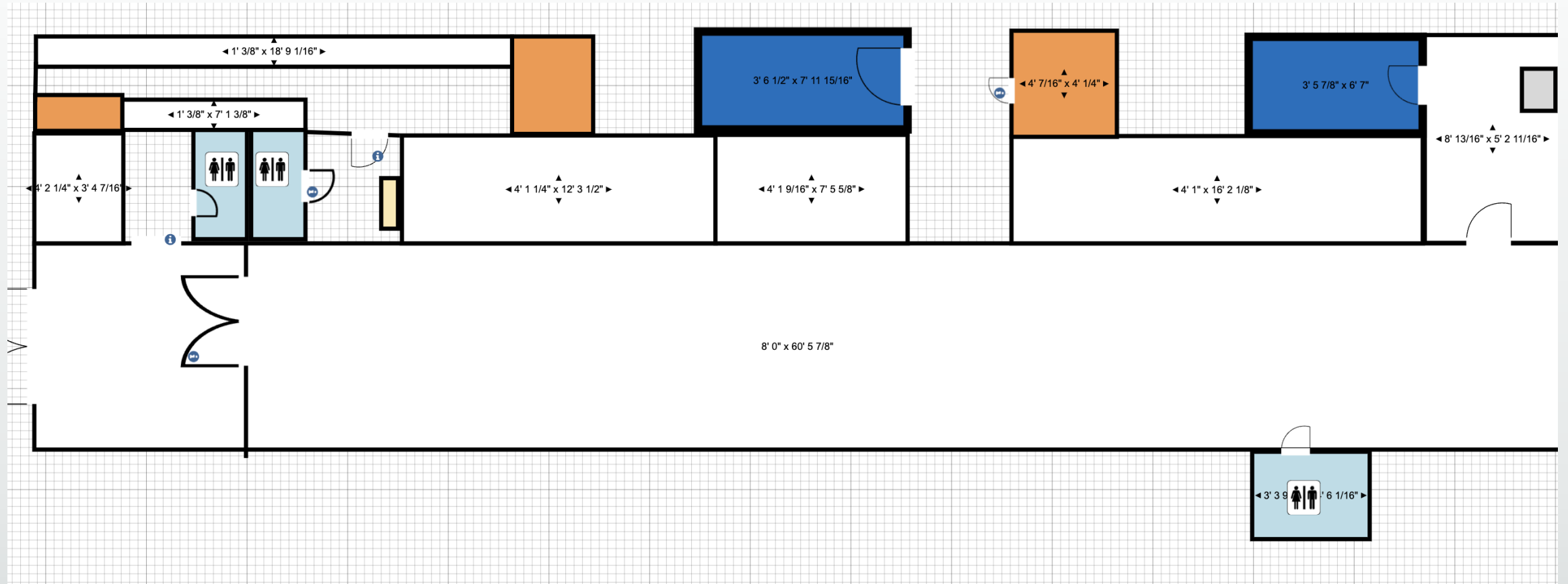
# 5) Mock Scanner (Mock I)



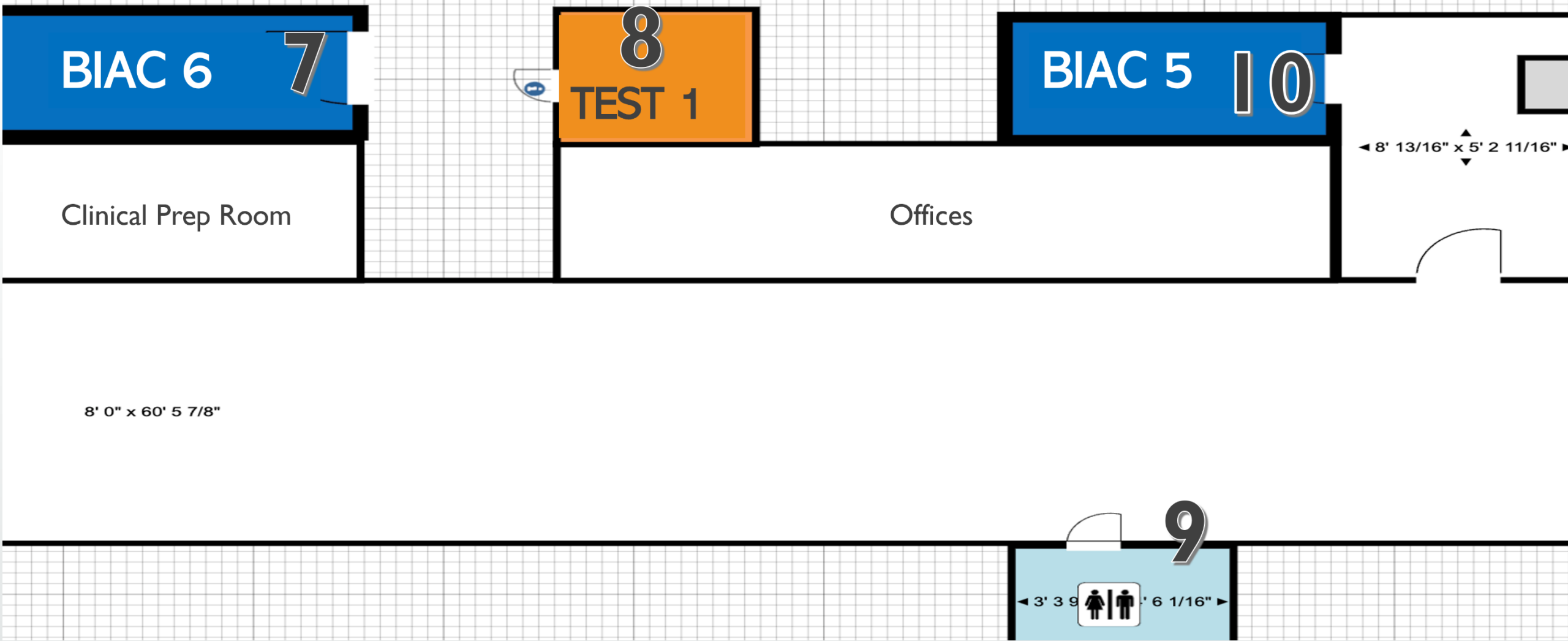
# 6) DHNI



# Overview of the Scanner Hallway







# Key Places

7) BIAC 6

8) TEST 1

9) Restroom

10) BIAC 5

# 7) BIAC 6



# BIAC 6 Suite



# BIAC 6 Scanner



## 8) TEST I



10) BIAC 5

(Hallway  
Entrance)



# 10) BIAC 5 Suite



# BIAC 5 Scanner





DAV I \*



\*not located in the MRI hallway

# Facilities Overview

- Lockers
- Test Rooms
  - MOCK I
  - DHNI
  - TEST I
  - DAV I\*
- Scanners
  - BIAC 5
  - BIAC 6

# Accounts and Access

# BIAC Computer and Cluster Access

- **BIAC Computer Access** - Use your DHE account to log on to BIAC computers. If you need access to BIAC computers, send an email to [help@biac.duke.edu](mailto:help@biac.duke.edu). Please include the following information:
  - First name
  - Preferred name (nickname)
  - Last name
  - [Duke NetID](#) (required; request one [here](#))
  - DHE account (required; when requesting NetID at above link, also specify you need a DHE account in the Comments field)
  - Duke Unique ID (7-digit number on the back of your [Duke ID](#))
  - Duke Card # (if you need card key access; 9-digit number on the back of your [Duke ID](#))
  - Institution (Duke, UNC, Other-specify)
  - Department (BIAC, CCN, Radiology, Psychology, Psychiatry, Other-specify)
  - Position (Faculty, Staff, Postdoc, Grad Student, Undergrad, Fellow, Resident, Med Student, Other)
  - Current Email Address (Duke or UNC address preferred)
  - Renewal period (3/6/9/12 months)
  - BIAC Sponsor (BIAC faculty/staff/postdoc or other faculty running an experiment at BIAC)
  - BIAC Sponsor Email
  - **Please have your Sponsor send us a confirmation email.**
- **BIAC Compute Cluster Access** - Use your DHE account to log on to the [BIAC Linux Cluster](#).  
All registered BIAC Users will have usage privileges.

- In order to use various BIAC computer systems (including the BIAC Computer cluster and the scheduling calendar), you will need a DHE (Duke Health Enterprise) account or be on a DHE computer
- More info at - <https://wiki.biac.duke.edu/biac:accounts>

# DHE Access

- Not the same as your Duke Account
- To get DHE Access
  - Need to have someone with a DHE appointment (faculty/staff) sponsor you at this site: [Sponsored Accounts \(duke.edu\)](https://duke.edu/sponsored-accounts)

The screenshot shows the 'Duke Sponsored Accounts' website. At the top, there is a dark blue header with the text 'Duke Sponsored Accounts' in white and yellow. Below the header, there are two navigation tabs: 'Request/Manage' (highlighted in dark blue) and 'Policies'. The main content area is titled 'Request and Manage Accounts' and is divided into three columns. The first column is for 'DHE Access', with a description for Duke staff, faculty, or students and a dark blue button that says 'Request a Duke Health DHE Account for a Duke employee or Duke student \*'. The second column is for 'Guest (Affiliate) Accounts', with a description for non-Duke users and a dark blue button that says 'Request a new guest account for a non-Duke user'. The third column is for 'Non-person Accounts', with a description for test and service accounts, a white button that says 'Manage my test and service accounts (0)', and a note at the bottom stating 'You do not have access to request a non-person account. More information [here](#).'

# DHE Account Request Form

Request a Duke Health DHE Account for a Duke employee or Duke student

## 1. Select DHE account type\*



- Collaborator
- Contractor
- Duke Health Employee
- Student, non-SoM/SoN
- Student, SoM/SoN
- Training
- Volunteer
- Other

## 2. Set Account Preferences



### User Information

NetID of user needing Duke Health DHE Account\*:

Business justification\*:

User is a minor (less than 18 years old)

### Account Length

Account(s) will expire on **04/29/2024** unless renewed.

[Or, choose an earlier expiration date.](#)

I agree to the [terms of DHE account sponsorship.](#)

Submit

# Access Emails

- You do not need to email BIAC before you get DHE access in addition to filling out the previous form
- You do need to email [biac-help@duke.edu](mailto:biac-help@duke.edu) to get BIAC computer access

\*DHE access only gives you access to the network – BIAC needs to give you permissions to the computers

# Scanner Access

- How to get BIAC Level I Access:
  - (1) Read and sign off on all relevant SOPs on the *Signature Sheet: Level I MRI Access*
  - (2) Read the *MRI Safety Tutorial* and watch *MRI Safety Video*
  - (3) Complete the online *Safety Quiz*
  - (4) Complete the *MRI Safety Screening* form
  - (5) Attend *BIAC New User Orientation*
  - (6) Return completed forms to BIAC
  - (7) Email [help@biac.duke.edu](mailto:help@biac.duke.edu) with your Duke Unique ID and your HID-Activated Card Number



# Scheduling a Scan

Step-by-step

# Scheduling

- Most often, the experimenter (i.e. the person running the subject) schedules a session on a BIAC scanner
- It is the expectation that you have a participant when you reserve a slot
- Last minute scheduling
  - If scheduling a scan less than 24 hours before their start time or on the same day, please email [BIAC-Schedule@duke.edu](mailto:BIAC-Schedule@duke.edu) to ensure coverage will be provided

# How far in advance can you schedule?

## Experiment Information for Demo.01

Go back to [main calendar view](#).  
Show [all experiments](#) user "jel76" has access to.

### Summary

This experiment is currently valid.  
This experiment's scheduling window allows you to schedule through 7/5/2023.  
This experiment has 269 incomplete calendar entries ([see below](#)).

You may contact the [BIAC Scientific Review Committee](#) to request more time or to [renew your experiment](#).  
See [SOP109: Approval for BIAC Scanner Use](#) for more details.

Experiment	Scanner	Investigator	Responsible Investigator	Department	Start Date	End Date	
Demo.01		<a href="#">Allen Song</a>	<a href="#">Allen Song</a>	BIAC	12/1/2000	1/1/2024	Demonstrations using MR facilities

Experiment	Time Allocated (hours)	Time Left (hours)	Time Used (hours)	Lost Time [Claimed] (hours)	Total Time (hours)	Scheduling Window (5/3/2023 - 5/24/2023)			Scheduling Window (5/25/2023 - 7/5/2023)		
						Window Size (days)	Max Study Size (hours)	Max Weekly Time (hours)	Window Size (days)	Max Study Size (hours)	Max Weekly Time (hours)
Demo.01	1000	190.5	809.5	8.5 [8.5]	818	21	4	None	42	4	6

- 2 windows:

- 21 days out

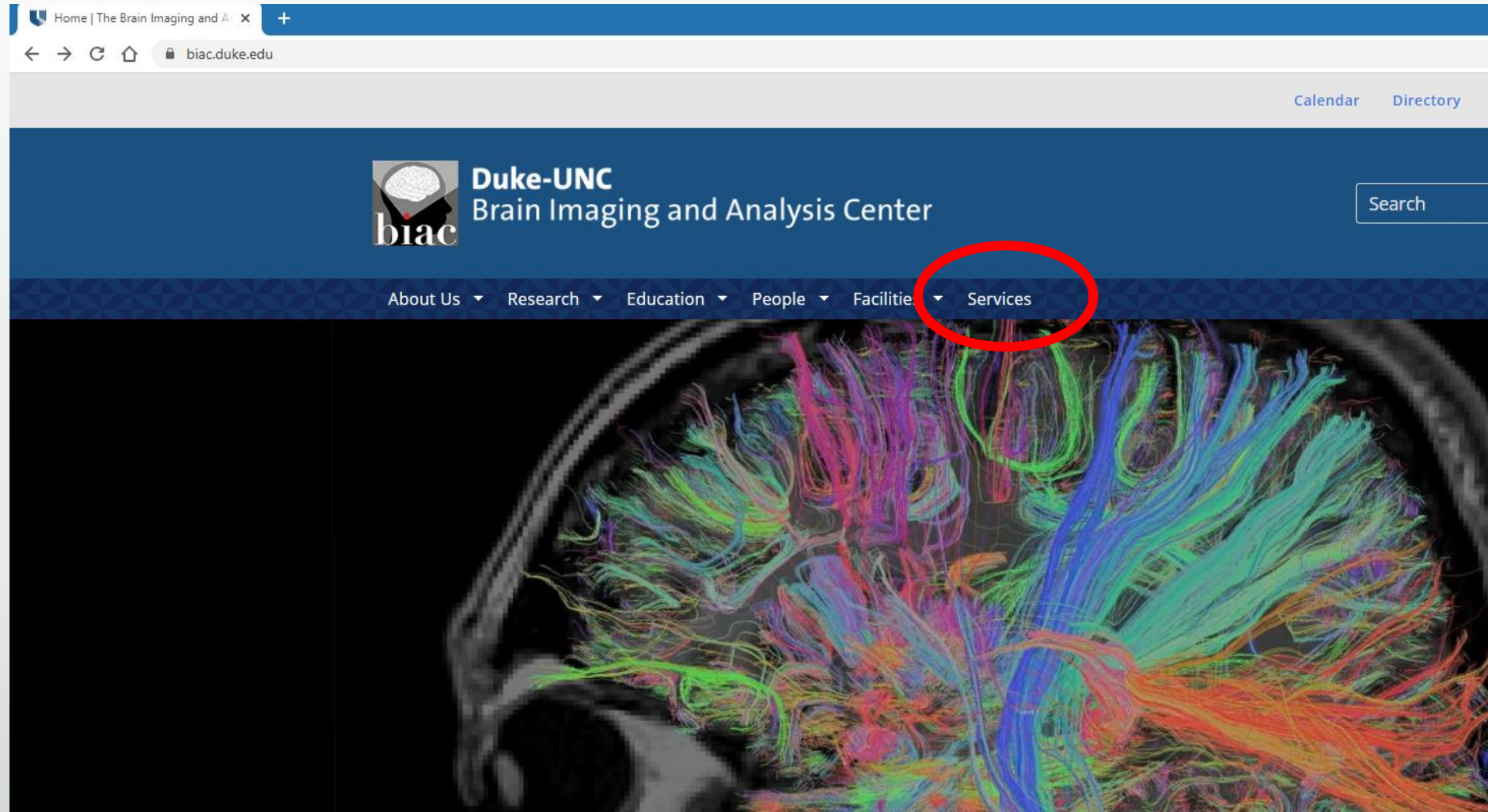
- No limit on number of weekly hours, but can only schedule 4 hours at a time

- 42 days out

- Weekly limit of 4 hours (can be increased if needed)
    - Can schedule 4 hours at a time

# Scheduling Step 1: Locate the calendar page

- Go to <https://www.biac.duke.edu/>
- Click on the “Services” tab



# Scheduling Step 2: Access the Calendar

- Once in the Service tab, click on the Calendar icon
- \*Must be on the Duke Hospital (DHE) network or computer to access the calendar

The screenshot shows a web browser window with the URL [biac.duke.edu/services](http://biac.duke.edu/services). The page header includes the Duke-UNC Brain Imaging and Analysis Center (biac) logo and name. A navigation menu contains the following items: About Us, Research, Education, People, Facilities, and Services. Below the menu, there is a breadcrumb trail: Home > Services. The main content area features three service tiles:

- Scanner Calendar**: Represented by a calendar icon for January. A red arrow points to this tile.
- Trouble Ticket**: Represented by a yellow ticket icon with the word "TROUBLE" on it.
- Exam Tracker**: Represented by a log icon with the text "LOG" and "01/01 MESSAGE" repeated three times.

# BIAC Scanner Schedule

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:

Start Time:

Stop Time:

Update View

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Experimenters must complete all calendar entries for their experiments.

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar version 1.7.15 [2022.03.16]  
 by [Francis Favorini](#).

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage 8-3:30 single tech coverage 3:30-5	no tech
8:00 AM							
9:00 AM						Null.01	
10:00 AM		Null.01 Demo.01 Gloria Meiers			CHI.01 Ryan Bell	NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	Null.01 UserTest.01 Gloria Meiers	Null.01 Ryan Bell	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000		QA.04 Jeffrey Browndyke	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM		
1:00 PM			Null.01	QA.04	Null.01	NoTech.01	None
2:00 PM			NoTech.01	NoTech.01	Null.01		
3:00 PM			QA.04	QA.04	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			Null.01 Ryan Bell	UserTest.01 Trong-Kha Truong		Null.01	Emily Maingi
6:00 PM			CHI.01	SysDevelop.53			
7:00 PM			QA.04				
8:00 PM		Cleaning.01 SysDevelop.53					
9:00 PM			Cleaning.01	SysDevelop.53			

# BIAC Scanner Schedule

## 2 BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:   
 Start Time:   
 Stop Time:

Update View

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Experimenters must complete all calendar entries for their experiments.

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar version 1.7.15 [2022.03.16] by Francis Favorini.

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage 8-3:30 single tech coverage 3:30-5	no tech
8:00 AM	1					Null.01	
9:00 AM						NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
10:00 AM		Null.01 Demo.01 Gloria Meiers	Null.01	Null.01	CHI.01 Ryan Bell	Null.01	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM	
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	Null.01	QA.04 QA.04	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM		
1:00 PM			Null.01	Null.01	Null.01	NoTech.01 None	
2:00 PM			NoTech.01	NoTech.01 Null.01	Null.01		
3:00 PM			QA.04	QA.04	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01 UserTest.01 Trong-Kha Truong	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			CHI.01 Ryan Bell	SysDevelop.53		Null.01 Emily Maingi	
6:00 PM			QA.04				
7:00 PM							
8:00 PM		Cleaning.01 SysDevelop.53					
9:00 PM			Cleaning.01	SysDevelop.53			

# Scheduling Step 3: Select the scanner and choose an open time slot

## BIAC Scanner Schedule

1

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner: **BIAC5** ▼

Start Time: 8:00 AM  
 Stop Time: 10:00 PM

Update View

3/23/2023 Today

March 2023


S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Experimenters must complete all calendar entries for their experiments.

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar version 1.7.15 [2022.03.16]  
 by Francis Favorini.

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">normal tech coverage 8-3:30</a> <a href="#">single tech coverage 3:30-5</a>	<a href="#">no tech</a>
8:00 AM						Null.01	
9:00 AM		Null.01			Null.01	NOGGIN.01	
10:00 AM		Demo.01 Gloria Meiers	Null.01	Null.01	CHI.01 Ryan Bell	Jeffrey Browndyke 9:00 AM-10:30 AM	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	Null.01	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	Null.01	QA.04	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM Canceled		
1:00 PM			Null.01	QA.04	Null.01	NoTech.01	
2:00 PM			NoTech.01	Null.01	Null.01	None	
3:00 PM			QA.04	Null.01	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			Null.01	UserTest.01 Trong-Kha Truong		Null.01	
6:00 PM			CHI.01 Ryan Bell	SysDevelop.53		Emily Maingi	
7:00 PM			QA.04				
8:00 PM		Cleaning.01					
9:00 PM		SysDevelop.53					
			Cleaning.01				
			SysDevelop.53				

2  Free Slot



# Scheduling Step 4: Enter Study details

Study Information x +

biac-web.dhe.duke.edu/calendar/recdetail.asp?Date=3/23/2023&ScheduledStartTime=6%3A30%20PM&Scanner=BIAC5

### Study Details

[Experiment Info Page](#)

Date: 3/23/2023 Thursday

\*Scanner: BIAC5

Subject: [Redacted]

Notes: [Redacted]

\*Start Time: 6:30 PM

\*Experiment: [Redacted]

Change Subject

\*End Time: [Redacted]

\*Experimenter: [Redacted]

\*Subject Type: None

\*Required fields.

Add Don't Add

1) Fill out start and end time of scan

2) Experiment

3) Experimenter

4) Subject type

# Scheduling Step 5: Enter Study details – Patient Information

The screenshot displays a web application interface for entering study details. The main window, titled "Study Information", shows a form with the following fields:

- Date: 3/23/2023 (Thursday)
- \*Scanner: BIACS
- \*Start Time: 6:30 PM
- \*Experiment: (empty dropdown)
- Subject: (empty text field)
- Notes: (empty text area)

Below the form, there are buttons for "Add" and "Don't Add". A "Change Subject" button is located below the "Subject" field. A red arrow points from this button to a secondary window titled "Subject Information - Google Chrome".

The "Subject Information" window contains the following fields:

- \*Last Name: doe
- \*Birth Date: 1/1/2001
- \*Required fields. (dropdown menu)
- Buttons: Find, No Subject

# Scheduling Step 6: Save

Study Information x +

biac-web.dhe.duke.edu/calendar/recdetail.asp?Date=3/23/2023&ScheduledStartTime=6%3A30%20PM&Scanner=BIAC5

### Study Details

[Experiment Info Page for Demo.01](#)

Date: 3/23/2023 Thursday

\*Scanner: BIAC5

Subject: [Redacted]

\*Start Time: 6:30 PM

\*Experiment: Demo.01

\*End Time: 7:00 PM

\*Experimenter: None

\*Subject Type: Human

Change Subject

Notes: [Empty text area]

required fields.

**Add** Don't Add

Once all the required information is selected from the drop downs, click “Add” to save the scan on the schedule

# Scheduling Step 7: Make sure the scan is on the schedule

BIAC Scanner Schedule

Experiment Info Page  
MR Tech Schedule

Scanner:

Start Time:

Stop Time:

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Experimenters must complete all calendar entries for their experiments.**

**Color Key**

- Info Complete Canceled
- Info Missing Overlap

Calendar version 1.7.15 [2022.03.16]  
by [Francis Favorini](#).

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage 8-3:30 single tech coverage 3:30-5	no tech
8:00 AM						Null.01	
9:00 AM						NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
10:00 AM		Null.01 Demo.01 Gloria Meiers	Null.01	Null.01	CHI.01 Ryan Bell	Null.01	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM	
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	Null.01	QA.04	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM Canceled		
1:00 PM			Null.01	QA.04	Null.01	NoTech.01 None	
2:00 PM			Null.01	NoTech.01	NoTech.01		
3:00 PM			QA.04		Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			Null.01 CHI.01 Ryan Bell	UserTest.01 Trong-Kha Truong		Null.01 Emily Maingi	
6:00 PM			QA.04	SysDevelop.53			
7:00 PM					Demo.01		
8:00 PM		Cleaning.01 SysDevelop.53					
9:00 PM			Cleaning.01	SysDevelop.53			

# What to do if you can't schedule your scan

Locate the Experiment Info page

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:

Start Time:

Stop Time:

Study Information x +

biac-web.dhe.duke.edu/calendar/recdetail.asp?Date=3/27/2023&ScheduledStartTime=4%3A30%20PM&Scanner=BIAC5

### Study Details

[Experiment Info Page for Demo.01](#)

Date	<input type="text" value="3/27/2023"/>	<input type="text" value="Monday"/>	*Start Time	<input type="text" value="4:30 PM"/>
*Scanner	<input type="text" value="BIAC5"/>		*Experiment	<input type="text" value="Demo.01"/>
Subject	<input type="text"/>		<input type="button" value="Change Subject"/>	

# Experiment Information Page

## Experiment Information for Demo.01

Go back to [main calendar view](#).  
Show [all experiments](#) user "jel76" has access to.

### Summary

This experiment is currently valid.  
This experiment's scheduling window allows you to schedule through 7/5/2023.  
This experiment has 269 incomplete calendar entries ([see below](#)).

You may contact the [BIAC Scientific Review Committee](#) to request more time or to [renew your experiment](#).  
See [SOP109: Approval for BIAC Scanner Use](#) for more details.

Experiment	Scanner	Investigator	Responsible Investigator	Department	Start Date	End Date	Scheduling Window (5/3/2023 - 5/24/2023)			Scheduling Window (5/25/2023 - 7/5/2023)		
Demo.01		<a href="#">Allen Song</a>	<a href="#">Allen Song</a>	BIAC	12/1/2000	1/1/2024	Window Size (days)	Max Study Size (hours)	Max Weekly Time (hours)	Window Size (days)	Max Study Size (hours)	Max Weekly Time (hours)
Demo.01							21	4	None	42	4	6

Experiment	IRB Protocol	Principal Investigator	Start Date	End Date
Demo.01	0000-00-3	<a href="#">Allen Song</a>	1/1/1999	1/1/2100
Demo.01	0000-00-4	<a href="#">Allen Song</a>	1/1/1999	1/1/2100

- 1. Has your experiment expired?
- 2. Has the experiment run out of hours?
- 3. Are you outside of the scheduling window?
- 4. Is the IRB protocol expired?

# IRB Renewal: Calendar Entries

- Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal
- Experiment info page – will show all incomplete entries
  - This page also provides the link to the steps to take to renew your experiment when the time comes
  - Link:  
<https://www.biac.duke.edu/research/scheduling-research-biac>

Please fix the following incomplete calendar entries!

Experiment	Date	Start	End	Scanner	Experimenter
<a href="#">Demo.01</a>	1/27/2023	4:30 PM	5:30 PM	BIAC5	Todd Harshbarger
<a href="#">Demo.01</a>	1/5/2023	2:30 PM	5:30 PM	DHN1	Rachael Wright
<a href="#">Demo.01</a>	11/15/2022	3:30 PM	4:30 PM	BIAC5	Ryan Bell

## Experiment Information for Demo.01

Go back to [main calendar view](#).  
Show [all experiments](#) user "jel76" has access to.

### Summary

This experiment is currently valid.  
This experiment's scheduling window allows you to schedule through 7/6/2023.  
This experiment has 269 incomplete calendar entries ([see below](#)).

You may contact the [BIAC Scientific Review Committee](#) to request more time or to [renew your experiment](#).  
See [SOP109: Approval for BIAC Scanner Use](#) for more details.

# Scheduling a Null

Step-by-step



# Null.01

- When to use:
  - To avoid double booking when single tech coverage
  - To schedule the required 30-minute cleaning session before the scan
- When not to use:
  - To book a Usertest
  - To book a paid scan
  - When multiple techs are available

**\*In the event of a double-booking, the study that scheduled first (but failed to add a Null) will be rescheduled**

# Null.01

- Scheduled the same as a scan
- DOES NOT contain participant information
- If you delete or cancel a scan, remove the Nulls as well

# To schedule a Null for cleaning...

**BIAC Scanner Schedule**

Experiment Info Page  
MR Tech Schedule

Scanner: BIAC5  
Start Time: 8:00 AM  
Stop Time: 10:00 PM

Update View

3/23/2023 Today  
March 2023

S M T W T F S  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

Experimenters must complete all calendar entries for their experiments.

**Color Key**  
Info Complete Canceled  
Info Missing Overlap

Calendar version 1.7.15 [2022.03.16] by Francis Favonni.

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">normal tech coverage 8-3:30</a> <a href="#">single tech coverage 3:30-5</a>	<a href="#">no tech</a>
8:00 AM						Null.01	
9:00 AM		Null.01			Null.01	NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
10:00 AM		Demo.01 Gloria Meiers	Null.01	Null.01	CHI.01 Ryan Bell	Null.01	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM	
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	Null.01	QA.04 QA.04	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM Canceled	NoTech.01 None	
1:00 PM			Null.01	Null.01	Null.01	Null.01	
2:00 PM			Null.01	NoTech.01	NoTech.01	Null.01	
3:00 PM			QA.04	QA.04	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			Null.01	UserTest.01 Trong-Kha Truong		Null.01	
6:00 PM			CHI.01 Ryan Bell	SysDevelop.53		Null.01 Emily Maingi	
7:00 PM			QA.04		Demo.01		
8:00 PM		Cleaning.01 SysDevelop.53					
9:00 PM			Cleaning.01				

Click on the time slot right before your scan

Study Information x +

biac-web.dhe.duke.edu/calendar/recdetail.asp?Date=3/23/2023&ScheduledStartTime=6%3A00%20PM&Scanner=BIAC5

### Study Details

[Experiment Info Page for Null.01](#)

Date	3/23/2023 Thursday	*Start Time	6:00 PM	*End Time	6:30 PM
*Scanner	BIAC5	*Experiment	Null.01	*Experimenter	None
Subject		<input type="button" value="Change Subject"/>		*Subject Type	None
Notes	<input type="text"/>				

\*Required fields.

- 1) End time will be 30 minutes after your start time
- 2) Select “Null.01” for the Experiment
- 3) Select your name for the Experimenter
- 4) Click “Add” to save

\*Nulls are not for scheduling participants so “Change Subject” and Subject Type” options will NOT be available

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:   
 Start Time:   
 Stop Time:

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Experimenters must complete all calendar entries for their experiments.**

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar version 1.7.15 [2022.03.16]  
 by [Francis Favorini](#).

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">normal tech coverage 8-3:30</a> <a href="#">single tech coverage 3:30-5</a>	<a href="#">no tech</a>
8:00 AM							
9:00 AM						Null.01	
10:00 AM		Null.01 Demo.01 Gloria Meiers			CHI.01 Ryan Bell	NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
11:00 AM			Null.01	Null.01	Null.01	Null.01	
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM Canceled	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM	
1:00 PM			Null.01	QA.04	Null.01	NoTech.01	
2:00 PM			Null.01	NoTech.01	NoTech.01	None	
3:00 PM			NoTech.01	QA.04	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			QA.04	UserTest.01 Trong-Kha Truong		Null.01 Emily Maingi	
6:00 PM			CHI.01 Ryan Bell	SysDevelop.53			
7:00 PM			QA.04		Null.01		
8:00 PM		Cleaning.01			Demo.01		
9:00 PM		SysDevelop.53	Cleaning.01	SysDevelop.53			

\*Null.01 slots are only added to the slots BEFORE the scans, you do not need to add one after the scan

# To schedule a Null during single tech coverage...

BIAC Scanner Schedule

biac-web.dhe.duke.edu/calendar/default.asp

### BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner: BIACS  
Start Time: 8:00 AM  
Stop Time: 10:00 PM

Update View

3/23/2023 Today  
March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Experimenters must complete all calendar entries for their experiments.

**Color Key**  
Info Complete Canceled  
Info Missing Overlap

Calendar version 1.7.15 [2022.03.16]  
by Francis Favorini.

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage 8-3:30 single tech coverage 3:30-5	no tech
8:00 AM						Null.01	
9:00 AM		Null.01			Null.01	NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
10:00 AM		Demo.01 Gloria Meiers	Null.01	Null.01	CHI.01 Ryan Bell	Null.01	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM	
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	Null.01	QA.04	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM Canceled		
1:00 PM				Null.01	Null.01	NoTech.01	
2:00 PM			NoTech.01	NoTech.01	Null.01	None	
3:00 PM			QA.04	Null.01	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			Null.01	UserTest.01 Trong-Kha Truong		Null.01 Emily Maingi	
6:00 PM			CHI.01 Ryan Bell	SysDevelop.53			
7:00 PM			QA.04		Null.01		
8:00 PM		Cleaning.01			Demo.01		
9:00 PM		SysDevelop.53		Cleaning.01			
			SysDevelop.53				

Check the MRI Tech Schedule to see normal coverage

# MR Tech Schedule

- Normal tech coverage
- Be sure to check the notes (in blue) at the top of the scanner schedule to see exceptions to the normal tech schedule

**Friday**  
3/24/2023

[normal tech coverage 8-3:30](#)  
[single tech coverage 3:30-5](#)

**BIAC Scanner Schedule**

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:

Start Time:

Stop Time:



Susan ■  
 Lamont ■  
 Jennifer ■

**MR Tech Schedule (Effective November 2021)**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM - 9:00 AM						***
9:00 AM - 10:00 AM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
10:00 AM - 11:00 AM	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: green;">■</span>
11:00 AM - 12:00 PM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
12:00 PM - 1:00 PM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
1:00 PM - 2:00 PM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
2:00 PM - 3:00 PM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
3:00 PM - 4:00 PM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
4:00 PM - 5:00 PM	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>
5:00 PM - 6:00 PM	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: green;">■</span>
6:00 PM - 7:00 PM	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: green;">■</span>
7:00 PM - 8:00 PM	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: green;">■</span>	<span style="color: blue;">■</span>	<span style="color: yellow;">■</span>	<span style="color: green;">■</span>

\*\*\* - We have returned to alternate Saturday coverage. Check the calendar for availability. For weeks with Saturday coverage, only two techs will be available on Thursdays (shown in blue and yellow above). When there is no Saturday coverage, there will be additional Thursday coverage (shown in green).

# To schedule a Null during single tech coverage...

BIAC Scanner Schedule

biac-web.dhe.duke.edu/calendar/default.asp

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner: **BIACS**

Start Time: 8:00 AM  
Stop Time: 10:00 PM

Update View

3/23/2023 Today

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Experimenters must complete all calendar entries for their experiments.

**Color Key**

- Info Complete **Canceled**
- Info Missing **Overlap**

Calendar version 1.7.15 [2022.03.16] by Francis Favorini.

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage 8-3:30 single tech coverage 3:30-5	no tech
8:00 AM						Null.01	
9:00 AM		Null.01			Null.01	NOGGIN.01 Jeffrey Browndyke 9:00 AM-10:30 AM	
10:00 AM		Demo.01 Gloria Meiers	Null.01	Null.01	CHI.01 Ryan Bell	Null.01	
11:00 AM			ALADDIN.01 Jeffrey Browndyke	UserTest.01 Gloria Meiers	Null.01	NCANDA.04 Casey Pearce 11:00 AM-12:30 PM	
12:00 PM		NoTech.01 None 12:00 PM-2:00 PM 00000	Null.01	QA.04	NOGGIN.01 Jeffrey Browndyke 11:30 AM-1:00 PM Canceled		
1:00 PM			Null.01	QA.04	Null.01	NoTech.01	
2:00 PM			NoTech.01	Null.01	Null.01	None	
3:00 PM			QA.04	Null.01	Null.01	Null.01	
4:00 PM			QA.04	Cleaning.01	CHI.01 Ryan Bell	ADRC.01 Emily Maingi	
5:00 PM			Null.01	UserTest.01 Trong-Kha Truong		Null.01 Emily Maingi	
6:00 PM			CHI.01 Ryan Bell	SysDevelop.53			
7:00 PM			QA.04		Null.01		
8:00 PM		Cleaning.01			Demo.01		
9:00 PM		SysDevelop.53					
			Cleaning.01				
			SysDevelop.53				

Book Null for both scan time and cleaning slot



# To schedule a Null during single tech coverage...

BIAC Scanner Schedule

Experiment Info Page  
MR Tech Schedule

Scanner: BIA06  
Start Time: 8:00 AM  
Stop Time: 10:00 PM

Update View

3/23/2023 Today  
March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Experimenters must complete all calendar entries for their experiments.

**Color Key**  
 Info Complete Canceled  
 Info Missing Overlap

Calendar version 1.7.15 [2022.03.16] by Francis Favorini.

	Sunday 3/19/2023	Monday 3/20/2023	Tuesday 3/21/2023	Wednesday 3/22/2023	Thursday 3/23/2023	Friday 3/24/2023	Saturday 3/25/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage 8-3:30 single tech coverage 3:30-5	no tech
8:00 AM							
9:00 AM							
10:00 AM			Null.01	Null.01		Null.01	
11:00 AM			SchemRep.01 Erin Welch	SchemRep.01 Erin Welch		NOGGIN.01 Jeffrey Browndyke 10:00 AM-11:30 AM	
12:00 PM		Null.01	Null.01	Null.01	Null.01	Cleaning.01	
		IndBlast.01 Christine Baird 12:00 PM-1:30 PM	UserTest.01 John Graner	memdm.01 Simone Compton 12:00 PM-1:30 PM 04270	IntractEP.01 Prachi Parikh		
1:00 PM			Cleaning.01		Null.01	SysService.01 Christopher Petty	
2:00 PM		Null.01	NoTech.01	Null.01	Null.01	UserTest.01 Amanda Nelli	
		PROP.01 Amanda Nelli		QA.04 None	PROP.01 Amanda Nelli	Null.01 None 2:30 PM-5:00 PM 00000	
3:00 PM			QA.04 None	BrainSpine.01 Su Hyoun Park			
4:00 PM		UserTest.01 John Graner					
5:00 PM							
6:00 PM			QA.04		Null.01 None		
7:00 PM						Null.01   None   6:00 PM-7:00 PM   00000	
8:00 PM							
9:00 PM							

Book Null for both scan time and cleaning slot

# Single Tech Scheduling Example...Saturday

BIAC Scanner Schedule

biac-web.dhe.duke.edu/calendar/default.asp

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:   
 Start Time:   
 Stop Time:

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Experimenters must complete all calendar entries for their experiments.**

**Color Key**  
 Info Complete Canceled  
 Info Missing Overlap

Calendar version 1.7.15 [2022.03.16]  
by [Francis Favorini](#).

	Sunday 5/7/2023	Monday 5/8/2023	Tuesday 5/9/2023	Wednesday 5/10/2023	Thursday 5/11/2023	Friday 5/12/2023	Saturday 5/13/2023
8:00 AM	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>
9:00 AM				Null.01			
10:00 AM				NOGGIN.01 Jeffrey Browndyke 9:30 AM-11:00 AM	BrainSpine.01 Anne Baker 10:00 AM-12:30 PM		
11:00 AM				NOGGIN.01		NoTech.01 None	Null.01
12:00 PM		NoTech.01 None				Null.01	BrainSpine.01 Anne Baker 11:00 AM-1:00 PM
1:00 PM			Null.01		SchemRep.01 Margaret McAllister	IndBlast.01 Christine Baird 12:30 PM-2:00 PM	Null.01
2:00 PM		BrainSpine.01 Anne Baker 2:00 PM-4:30 PM	SchemRep.01 Margaret McAllister	BrainSpine.01 Anne Baker 2:00 PM-4:30 PM	Null.01		Null.01 Victoria Swaine 1:00 PM-2:30 PM 00000
3:00 PM					NoTech.01		
4:00 PM					Null.01		
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

# Single Tech Scheduling Examples...Saturday

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:   
 Start Time:   
 Stop Time:

5/7/2023 Today  
 May 2023  

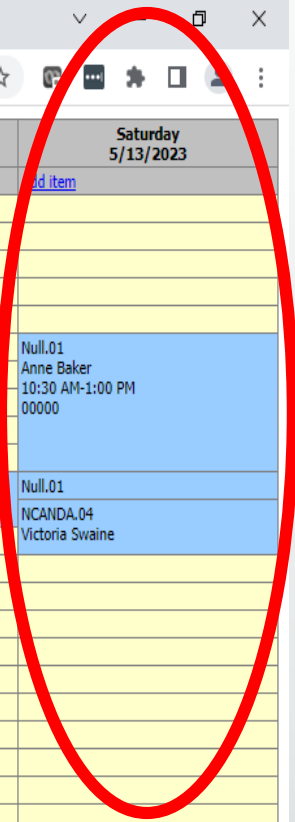
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Experimenters must complete all calendar entries for their experiments.

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar version 1.7.15 [2022.03.16]  
 by Francis Favorini.

	Sunday 5/7/2023	Monday 5/8/2023	Tuesday 5/9/2023	Wednesday 5/10/2023	Thursday 5/11/2023	Friday 5/12/2023	Saturday 5/13/2023
8:00 AM							
9:00 AM		Null.01		Null.01	Null.01		
10:00 AM		NetTMS.01 Margaret McAllister 9:30 AM-11:00 AM	Null.01 NetTMS.01 Margaret McAllister	NetTMS.01 Margaret McAllister	NetTMS.01 Margaret McAllister		
11:00 AM			Null.01 NCANDA.04 Casey Pearce 11:30 AM-1:00 PM	NOGGIN.01 Jeffrey Browndyke 11:00 AM-12:30 PM	NCANDA.04 Victoria Swaine		Null.01 Anne Baker 10:30 AM-1:00 PM 00000
12:00 PM		NoTech.01 None		Null.01	Null.01		
1:00 PM		Null.01	Null.01	NoTech.01	Null.01	NoTech.01 None	Null.01
2:00 PM		ADRC.01 Emily Maingi	NoTech.01	Null.01			NCANDA.04 Victoria Swaine
3:00 PM		Null.01					
4:00 PM		ADRC.01 Emily Maingi					
5:00 PM		Null.01 None					
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							



# Scheduling a Test Room

# To Schedule a Test Room...

- Same as Null.01 or a paid scan
- DO NOT need nulls for the test rooms
- Do not need to book within tech hours
- If no longer need slot, please cancel or delete scheduled time
- No fee for the rooms or a cancellation fee
- **\*\*Must complete calendar entries for all test rooms used for renewal as well\*\***

## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:  ▼

Start Time:

Stop Time:

S	M	T
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

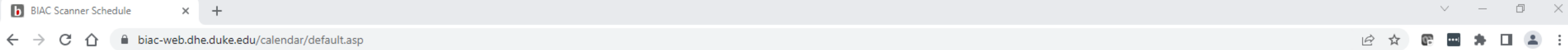
**Active**

- BIAC5
- BIAC6
- DAV1
- DHN1**
- MOCK1
- TEST1

**Inactive**

- BIAC1
- BIAC2
- BIAC3
- HOCK1
- MR1
- MR4
- RONC1
- VAERP
- WSPR1

# Schedule just like a paid scan



## BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech Schedule](#)

Scanner:

Start Time:

Stop Time:

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Experimenters must complete all calendar entries for their experiments.**

Color Key	
<span style="background-color: #e0f0ff; border: 1px solid black; padding: 2px;">Info Complete</span>	<span style="background-color: #ffe0e0; border: 1px solid black; padding: 2px;">Canceled</span>
<span style="background-color: #ffffe0; border: 1px solid black; padding: 2px;">Info Missing</span>	<span style="background-color: #ffe0ff; border: 1px solid black; padding: 2px;">Overlap</span>

Calendar version 1.7.15 [2022.03.16]  
by [Francis Favorini](#).

	Sunday 4/30/2023	Monday 5/1/2023	Tuesday 5/2/2023	Wednesday 5/3/2023	Thursday 5/4/2023	Friday 5/5/2023	Saturday 5/6/2023
	<a href="#">Add item</a>	<a href="#">Add item</a>	<a href="#">Add item</a>	normal tech coverage until 11 11-1 - 2 techs normal tech coverage after 2	<a href="#">Add item</a>	<a href="#">Add item</a>	no tech
8:00 AM							
9:00 AM							
10:00 AM		NCANDA.81 Casey Pearce			NetTMS.81 Margaret McAllister 10:00 AM-11:30 AM	BrainSpine.81 Anne Baker	
11:00 AM							
12:00 PM				ALADDIN.81 Rachele Brassard 11:30 AM-1:30 PM			
1:00 PM			ALADDIN.81 Courtney Holland				
2:00 PM		UserTest.01 Kenneth Roberts					
3:00 PM							
4:00 PM					BrainSpine.81 Anne Baker		
5:00 PM		BrainSpine.81 Anne Baker		Free Slot			
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

\*Do not need a Null – just need to schedule the time you need

# Removing a scan

Cancelling and Deleting

# Delete Study vs Cancel Study

- Delete
  - More than 48 hours before the scan's start time
  - No cancellation fee
  - Completely removed from calendar
- Cancel
  - Within 48 hours of the scan's start time
  - Cancellation fee (\$140 an hour)
  - Entry appears on the calendar in red



# Deleting a Scan...

Study Information

biac-web.dhe.duke.edu/calendar/recdetail.asp?ScheduleID=153099

### Study Details

[Experiment Info Page for Demo.01](#)

Schedule ID	153099	Study ID		Scheduled Times	5:00 PM - 5:30 PM
Date	5/2/2023 Tuesday	*Actual Start Time	5:00 PM	*Actual End Time	5:30 PM
Scanner	BIAC6	*Experiment	Demo.01	*Experimenter	None
*First Exam #		*Last Exam #		*MR Tech	
Subject		<input type="button" value="Change Subject"/>		*Subject Type	None
Consent Form Signed		Completed	<input checked="" type="checkbox"/>	*Amount Paid \$	0.00
*Problem	None	Lost Time			0 minutes
Problem Details					
Notes					

\*Required fields.

...Removes a scan from calendar completely

# Cancelling a scan

The screenshot shows a web browser window with the address bar displaying `biac-web.dhe.duke.edu/calendar/recdetail.asp?ScheduleID=153071`. The page title is "Study Information". The main content area is titled "Study Details" and contains a form for entering scan information. A dropdown menu is open under the "Problem" field, showing options: "None", "Other\_Problem", "Started\_Early", "Started\_Late", "Finished\_Early", "Subject\_Problem", "Subject\_Incident", "No\_Tech", "Prior\_Scan\_Ran\_Over", "BIAC\_Equip\_Error", "Scanner\_Error", "Scanner\_Down", and "Severe\_Weather". The "Other\_Problem" option is currently selected. Other fields include "Schedule ID" (153071), "Date" (5/1/2023, Monday), "Scanner" (BIAC5), "\*First Exam #" (01220), "Study ID" (230501\_01220), "\*Actual Start Time" (5:00 PM), "\*Experiment" (Demo.01), "\*Last Exam #" (01220), "Scheduled Times" (5:00 PM - 6:00 PM), "\*Actual End Time" (6:00 PM), "\*Experimenter" (None), "\*MR Tech" (Jenn), "\*Subject Type" (None), "\*Amount Paid \$" (0.00), and "Lost Time" (0 minutes). A "Completed" checkbox is checked. At the bottom, there are buttons for "Save", "Don't Save", "Cancel Study", "Delete Study", and "Un-Cancel Study". A red message at the bottom left says "No subject".

Study Information

Study Details

[Experiment Info Page for Demo.01](#)

Schedule ID: 153071

Date: 5/1/2023 Monday

Scanner: BIAC5

\*First Exam #: 01220

Subject: [Redacted]

Consent Form Signed: [Redacted]

\*Problem: [Dropdown Menu]

Problem Details: [Redacted]

Notes: [Redacted]

\*Required fields.

Save Don't Save Cancel Study Delete Study Un-Cancel Study

Study ID: 230501\_01220

\*Actual Start Time: 5:00 PM

\*Experiment: Demo.01

\*Last Exam #: 01220

Change Subject

Completed:

Scheduled Times: 5:00 PM - 6:00 PM

\*Actual End Time: 6:00 PM

\*Experimenter: None

\*MR Tech: Jenn

\*Subject Type: None

\*Amount Paid \$: 0.00

Lost Time: 0 minutes

Pregnancy Test

No subject

Step 1) Need to select a problem from the dropdown – be as accurate as possible

# Cancelling a scan

Study Information x +

biac-web.dhe.duke.edu/calendar/recdetail.asp?ScheduleID=153071

## Study Details

[Experiment Info Page for Demo.01](#)

Schedule ID	153071	Study ID	230501_01220	Scheduled Times	5:00 PM - 6:00 PM
Date	5/1/2023 Monday	*Actual Start Time	5:00 PM	*Actual End Time	6:00 PM
Scanner	BIACS	*Experiment	Demo.01	*Experimenter	None
*First Exam #	01220	*Last Exam #	01220	*MR Tech	Jenn
Subject		<input type="button" value="Change Subject"/>		*Subject Type	None
Consent Form Signed		Completed	<input checked="" type="checkbox"/>	*Amount Paid \$	0.00
*Problem	Other_Problem			Lost Time	0 minutes
*Problem Details	no longer needed				
Notes					

\*Required fields.

Step 2) Type in problem details

# Cancelling a scan

Study Information

biac-web.dhe.duke.edu/calendar/recdetail.asp?ScheduleID=153071

### Study Details

[Experiment Info Page for Demo.01](#)

Schedule ID	153071	Study ID	230501_01220	Scheduled Times	5:00 PM - 6:00 PM
Date	5/1/2023 Monday	*Actual Start Time	5:00 PM	*Actual End Time	6:00 PM
Scanner	BIAC5	*Experiment	Demo.01	*Experimenter	None
*First Exam #	01220	*Last Exam #	01220	*MR Tech	Jenn
Subject	[Redacted]		<a href="#">Change Subject</a>	*Subject Type	None
Consent Form Signed	[Redacted]	Completed	<input checked="" type="checkbox"/>	*Amount Paid \$	0.00
*Problem	Other_Problem			Lost Time	0 minutes
*Problem Details	no longer needed				
Notes	<div style="border: 1px solid gray; height: 40px;"></div>				

\*Required fields.

[Save](#) [Don't Save](#) [Cancel Study](#) [Delete Study](#) [Undo Changes](#) [Un-Cancel Study](#)

**\*Must click “Cancel Study” – Clicking “Save” will not cancel the scan**

**\*\*If canceled – will appear red on the scanner schedule**

# Cancelling a scan – Subject Problem

- All problems involving the subject are a subject problem
  - Examples:
    - No shows or last minute cancellations
    - Implant not cleared and could not be scanned
    - Claustrophobia
    - Did not fit in the scanner
- Please be as accurate as possible and do not list subject problems as “Other Problem” or “Scanner Error”

# Calendar Entries

# Calendar Entries

- Who is responsible for completing calendar entries?
  - The experimenter running the study (NOT the MR Tech)
- What about if I use Mock I, Test I, DHNI, and DAVI?
  - Those entries still need to be completed!

\*Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal

# Calendar Items

## Completed before the scan

- Actual Start and End Times
- Experimenter
- Subject Name\*\*
- Subject Type

## Completed after the scan

- Exam Number(s)
- MR Tech
- Consent Form Signed
- Problem (if applicable)
- Lost Time (if BIAC problem)



# Calendar Entries: Completed Items

## Study Details

[Experiment Info Page](#)

Schedule ID 121497

Study ID 190514\_00000

Scheduled Times 2:00 PM - 4:00 PM

Date 5/14/2019 Tuesday

→ \*Actual Start Time 2:00 PM

→ \*Actual End Time 4:00 PM

Scanner BIAC5

→ \*Experiment

→ \*Experimenter None

→ \*First Exam # 00000

\*Last Exam # 00000

→ \*MR Tech None

→ Subject

Change Subject

→ \*Subject Type None

→ Consent Form Signed

→ \*Amount Paid \$ 0.00

→ \*Problem None

Completed

→ Lost Time 0 minutes

Problem Details

Notes

\*Required fields.

Save Don't Save Cancel Study Delete Study Undo Changes Un-Cancel Study



# Calendar Entries

- What happens if calendar entries are incomplete?
  - Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal

### BIAC Scanner Schedule

[Experiment Info Page](#)  
[MR Tech and Pre-Sold Slots Schedule](#)

Scanner:    
 Start Time:    
 Stop Time:

S	M	T	W	T	F	S
						1 2
						3 4 5 6 7 8 9
						10 11 12 13 14 15 16
						17 18 19 20 21 22 23
						24 25 26 27 28 29 30
						31

Experimenters must complete all calendar entries for their experiments.

	Sunday 5/10/2015	Monday 5/11/2015	Tuesday 5/12/2015	Wednesday 5/13/2015	Thursday 5/14/2015	Friday 5/15/2015	Saturday 5/16/2015
	<a href="#">Add item</a>	No tech 8-Noon. Single tech coverage noon-10pm.	<a href="#">Add item</a>	Normal tech coverage to 4pm one tech after 4pm <a href="#">Luke Out at 1230 pm.</a>	One tech 2-6, no tech after 6.	<a href="#">Add item</a>	<a href="#">Add item</a>
8:00 AM			UserTest.01	QA.04			
9:00 AM			ConUp.01 Emma Dowd 8:30 AM-10:00 AM 19765			SAT.01 Hanna Oh 8:30 AM-10:00 AM 19775	
10:00 AM			UserTest.01 Jessica Stanek	UserTest.01 Jessica Stanek	SAT.01 Hanna Oh 9:30 AM-11:00 AM 19773	UserTest.01	QA.04
11:00 AM				ConUp.01 Emma Dowd 10:30 AM-12:00 PM 19771		Predator.03 Chelsea Swanson 11:00 AM-12:30 PM Canceled	
12:00 PM		QA.04				QA.04	
1:00 PM		DNS.01 Devin Ulrich					
2:00 PM		Predator.03 Chelsea Swanson 2:00 PM-3:30 PM Canceled		DECIDE.01 Puja Patel 2:30 PM-4:00 PM 19772		VisAtten.02 Catherine Tallman 2:30 PM-4:00 PM 19778	
3:00 PM		Null.01 Kayla Hernandez 3:30 PM-5:30 PM 00000	UserTest.01	DECIDE.01 Puja Patel		Null.01 Kayla Hernandez 4:30 PM-6:00 PM 00000	
4:00 PM			UserTest.01	Null.01 Jeffrey Browndyke 5:00 PM-6:30 PM 00000	Null.01 Hannah Hayward 4:00 PM-6:00 PM 00000	Null.01 Kayla Hernandez 4:30 PM-6:00 PM 00000	
5:00 PM		ConUp.01 Emma Dowd 5:30 PM-7:00 PM 19764	PAC.01 Cory Campbell				
6:00 PM			QA.04				
7:00 PM							
8:00 PM							
9:00 PM							

**Color Key**  
Info Complete Canceled  
Info Missing Overlap

Calendar version 1.7.8 [2018.09.17]  
 by [Francis Favorini](#).

# Calendar Entries: Problems

- Most Common:
  - Subject Problem
- Are not charged for:
  - No Tech
  - Scanner Error
  - BIAC Equipment Error
  - Scanner Down
  - Severe Weather

Screenshot of a calendar entry form. The form contains the following fields and values:

- Schedule ID: 153071
- Date: 5/1/2023, Monday
- Scanner: BIAC5
- \*First Exam #: 01220
- Subject: [Redacted]
- Consent Form Signed: [Redacted]
- \*Problem: None (dropdown menu is open)

The dropdown menu for \*Problem is open, showing the following options:

- None
- Other\_Problem
- Started\_Early
- Started\_Late
- Finished\_Early
- Subject\_Problem (highlighted)
- Subject\_Incident
- No\_Tech
- Prior\_Scan\_Ran\_Over
- BIAC\_Equip\_Error
- Scanner\_Error
- Scanner\_Down
- Severe\_Weather

Buttons at the bottom of the form include: Cancel Study, Delete Study, and Un-Cancel Study.

# Claiming Lost Time

- Lost Time should only be claimed if you are unable to use all or any part of your data due to a BIAC-related problem
- BIAC will enter lost time for the following situations:
  - No Tech Available\*
  - BIAC Scanner Down
  - Severe Weather (Duke Policy Activated)

Scheduled Times	5:00 PM - 6:00 PM
*Actual End Time	6:00 PM ▼
*Experimenter	None ▼
*MR Tech	Jenn ▼
*Subject Type	Phantom ▼
*Amount Paid \$	0.00
Lost Time	0 minutes

**\*\*\*If your scan encountered a BIAC problem, please be sure to submit a trouble ticket ASAP so that the problem can be investigated and avoided for future scans\*\*\***

# Trouble Tickets

- Trouble tickets can be submitted by clicking on the “Services” tab on the BIAC Homepage or by visiting [www.biac.duke.edu/services/](http://www.biac.duke.edu/services/)

The screenshot shows the BIAC website at [www.biac.duke.edu/services/](http://www.biac.duke.edu/services/). The page features a blue header with the Duke-UNC Brain Imaging and Analysis Center logo and a search bar. Below the header is a navigation menu with options: About Us, Research, Education, People, Facilities, and Services. The Services page is active, as indicated by the breadcrumb "Services". The main content area displays four service tiles: Scanner Calendar, Trouble Ticket (circled in red), Exam Tracker, and Status Monitor. The Trouble Ticket tile features a yellow ticket icon with the word "TROUBLE" written on it.

# Common Scheduling/Calendar Errors

- Not knowing who is responsible for what
- Scheduled without subject
- Experiment has no hours left
- Experiment/IRB protocol has expired
- Improper Null.01 use
- Improper UserTest.01 use
  - This is NOT a placeholder for an experiment
- Incomplete calendar entries
  - No subject info
  - Missing exam number
  - MR Tech not listed
  - Lost time not claimed properly
  - MockI/TestI/DHNI/DAVI entries are not completed

# Policy on Excessive Scheduling Errors

- If a user/scheduler fails to schedule Null.01 during single tech coverage or schedules all/part of their session outside of the normal or posted tech hours the following will happen:
  - **1st Offense:** Scheduler gets notified about the policy and New User Orientation.
  - **2nd Offense:** MR Operations Director, Dr. Todd Harshbarger, notifies the Scheduler and the Responsible PI about the severity of the situation, the second offense, and that on the third offense scheduling rights will be taken away.
  - **3rd Offense:** BIAC Director, Dr. Allen Song, notifies the Scheduler and the Responsible PI that the third offense has occurred and that the scheduler's scheduling rights have been removed.



# Protocol Planning

# UserTest.01

- UserTest.01 = free testing time
- UserTest.01 = no MRI data, but you can...
  - Set up your protocol
  - Test scanner triggering
  - Time your task
  - See what your stimuli looks like inside the scanner
- UserTest.01 can be scheduled <24 hours in advance
  - Paid study CAN schedule over a User Test!
- We highly recommend scheduling a UserTest.01 prior to your first participant!

# Scan Session: Planning your Time

- A scheduled session must include:
  - (1) **Protocol time**: the time it takes to run a protocol
  - (2) **Breaks**: if there is a short resting period between runs
  - (3) **Set-up time**: the time it takes to review the screening forms and getting the participant set up
  - (4) **Exit time**: the time it takes to get a participant out of the scanner
- Typically allot 15 min beyond your protocol time

# Data Quality and Movement

- When screening subjects before the MRI, incorporating a mock scan can help identify if subjects will be able to remain still for the duration of the scan
- Be observant of medical conditions that may cause greater than normal movement (ex. Bronchitis in the winter months or a common cold)
- Experimenters at the scanner should be observing data acquisition and noting if there are any artifacts
  - If subject movement – remind subject to be still, or if it continues, end scan early and get a partial cancellation fee back
  - If artifact from MRI – immediately submit a trouble ticket for review from BIAC Help

# Data Quality and Movement

- Utilize free UserTest sessions on calendar to run through protocol multiple times before beginning data collection
- Consult with BIAC to ensure scanning protocol is correct before booking scanner time
- Data should be reviewed for QA **as soon as possible** after collection
- Utilize the online trouble ticket system to alert BIAC to potential issues with scanning or reach out to Dr. Todd Harshbarger
  - BIAC is not responsible for artifacts related to subject motion

# Participant Screening and MR Safety

# Pre-Scan Screening

- All subjects must be either phone screened or interviewed for MRI safety in person before being scheduled for a scan
  - Highly recommended to administer official BIAC MRI Safety Screening Form
- Any questions or concerns about MRI safety found in the initial screening should be addressed with Todd and the MRI Techs at least 48 hours before the scan

# Pre-Scan Screening

MRI Techs typically are meeting subjects for the first time the day of the scan and are a last line of defense

- Responsibility to determine initial MRI safety and subject quality is up to individual lab faculty and staff (unless using BIAC volunteer registry)
- Thorough review of medical history
  1. May require obtaining medical record authorization to review make and model of any implanted metal or part of medical history
  2. Emphasis on reviewing and researching any past surgeries as many subjects may not know they have implanted metal after certain procedures (i.e. wire sutures or a screw/pin)
  3. Even if implants are deemed safe for scanning, they may cause artifacts



# Examples of Pre-Screening Resources

## ■ Phone Screening Script

### **BIAC Phone Screening**

#### **Part I: Initial Contact**

Good morning/afternoon, my name is Marissa Bruce and I'm calling from the Duke Brain Imaging and Analysis center. Are you free now to hear more about our studies?

If yes,

Great. Would you be free to do the phone screening now?

If no,

Is there a better time for you to do the phone screening?

#### **Part II: BIAC Research Summary**

If yes,

Our research uses functional magnetic resonance imaging to take pictures of your brain while you are doing a psychology experiment. We study the areas of the brain associated with things like memory, attention, and perception. We have a number of studies going on at any one time, and our studies are conducted at the MRI center at Duke Hospital.

If you participate in our studies, you will come to the MRI center and lie down on your back in a MRI machine (which is like a small open-ended tunnel).

The machine uses radio waves to take the pictures of your brain. The radio waves and magnetic fields used in MRI are not themselves harmful, but they do pose a risk in some cases, such as if you have a pacemaker.

Most studies take between 1-2 hours, and pay about \$20 per hour, but the duration and payment depends on the particular experiment. Are you still interested in participating?

If yes,

In order to participate and be entered into our database (so that you can be contacted for our studies), the first step is a 5-10 minute phone screening and the second step is to come into the Duke Children's Hospital for a one hour compensated in-person screening. You will receive \$20 and a parking pass for the hospital garage. During the screening, we will collect a health history, have you fill out some questionnaires to see if you are eligible for our studies, and conduct an MRI simulation. Would you be interested in this screening?

If no,

Thank you for taking the time to reach out to us and have a great day!

#### **Part II: Screening Questions**

If yes,

Before you can participate in the in-person screening, I need to go over a set of questions with you. If you do not want to answer a question, you do not have to answer it, but then you will not be able to participate.

##### **1. Have you done any previous MRI studies or ever been in a MRI scanner?**

"Yes". Ask the subject when and where the session was conducted. Note: prior participation in MRI does not ensure safety!

"No." Be especially careful with any subject who has not been in the scanner.

Revised: 03/04/2019

##### **2. Do you have any of the following metal objects in your body?**

a. Implants: pacemakers, cochlear/ear, insulin pump, etc.

b. Instruments: metal working, bullet/shrapnel, etc.

"Yes". If they have any implanted metal, then they should not participate in the study or go into the scanner room without approval from Dr. Song. Remember, the scanner room itself can be a dangerous environment for subjects with implanted metal (e.g., pacemakers), so it is important to screen these subjects ahead of time. *[STOP SCREENING – CANNOT PARTICIPATE]*

##### **3. Do you have any of the following metal objects in your body?**

a. Surgical: pins in bones, clamps, valves, catheters, etc.

"Yes". Inquire about the type of implant and the type of metal. If they have any implanted metal that is not MR-compatible then they should not participate in the study or go into the scanner room without approval from Dr. Song. Remember, the scanner room itself can be a dangerous environment for subjects with implanted metal (e.g., pacemakers), so it is important to screen these subjects ahead of time.

##### **4. Have you ever worked with metal (e.g. grinding, fabricating)**

"Yes". Ask the subject if he or she was ever around metal shavings. If "Yes". *[STOP SCREENING – CANNOT PARTICIPATE]*

##### **5. Have you ever had an injury to the eye involving metal or invasive eye surgery?**

"Yes". *[STOP SCREENING – CANNOT PARTICIPATE]*

##### **6. Are you pregnant or think you may be pregnant? (women only)**

"Yes". *[STOP SCREENING – CANNOT PARTICIPATE]*

##### **7. Do you have any permanent makeup or tattoos?**

"Yes". *[STOP SCREENING – CANNOT PARTICIPATE, tattoos below the neck are ok]*

##### **8. Do you have any body piercing that cannot be removed?**

"Yes". *[STOP SCREENING – CANNOT PARTICIPATE]*

"No. I have piercings but they are removable." Tell the subject that they should leave all piercings and jewelry at home, or in lockers outside the MR center.

The following questions may preclude the subject's participation in some studies, or may suggest some potential problems:

##### **9. Do you have dental braces, dental implants, or a permanent retainer?**

"Yes. I have permanent metal dental work." We currently do not run subjects with permanent dental work because of the potential for an imaging artifact. In addition, some permanent retainers are held in place by magnets.

"Yes, but it is removable." All removable metal dental work should be removed before entering the MR room.

"Are fillings OK?" Gold and silver fillings are OK for entering the scanner room.

##### **10. Do you feel anxious in small spaces? Would you classify yourself as being claustrophobic? (\*emphasize\*)**

"Yes". Explain the MR environment to them, and describe the study. Tell them that they will in the scanner bore for at least 90 minutes, but will be able to talk with the experimenters in the next room. Let the subject make a decision about whether to participate.

##### **11. Do you use any prescription medications, for example, anti-depressants, anti-anxiety or any hypertension medications?**

Because of the potential effects of some medications upon brain neuronal activity and blood flow, we also ask subjects about the drugs they might be taking

Revised: 03/04/2019

#### **Part III: Result of Phone Screening**

If they qualify,

That is all of the questions. At this point, if you are still interested, we can schedule you for a visit to our MRI facility at Duke for the in-person screening.

If they do NOT qualify,

Unfortunately, you are not eligible to participate in our MRI studies. Because these studies are for research and of no medical benefit to you we must take additional precautions to ensure your safety. If you have any further questions or concerns, you can contact our director, Dr. Allen Song at 681-9337.

#### **Part IV: Voicemail**

Hello,

This is Marissa Bruce from the Brain Imaging and Analysis Center at Duke. I am calling to conduct a quick 5 minute phone screening to see if you are eligible for our studies. If you would like, please give us a call back at 919.681.9344 any time Monday through Friday between 8am-4:30pm. If you prefer, please send an email to volunteer at b-i-a-c dot duke dot edu. That is b-o-i-l-a-n-t-e-e-r at b-i-a-c dot duke dot edu. Thank you for your time!

Revised: 03/04/2019

# Examples of Pre-Screening Resources

## ■ BIAC MRI Safety Screening Form

Protocol: \_\_\_\_\_ Exam Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Duke-UNC Brain Imaging and Analysis Center:  
MRI Safety Screening**

All individuals entering the MRI suite must fill out this information to the best of their knowledge. Any potential contraindications must be reviewed with the individual's medical record and the BIAC MR Safety Committee before being cleared to enter the scanner bore.

**Part I: For all individuals entering the scanner room**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last name First name M.I.

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone (H)(\_\_\_\_) \_\_\_\_\_ (W)(\_\_\_\_) \_\_\_\_\_ (C)(\_\_\_\_) \_\_\_\_\_

1. Have you ever had an injury to the eye involving a metallic object (e.g. metallic slivers, shavings, foreign body)?  No  Yes  
 If yes, please describe: \_\_\_\_\_

2. Have you ever worked with metal (grinding, fabricating, etc.)?  No  Yes  
 If yes, please describe: \_\_\_\_\_

3. Have you ever had surgery (including eye surgery)?  No  Yes  
 If yes, please describe: \_\_\_\_\_

4. Have you had any previous MRI studies or been in a MR scanner?  No  Yes  
 If yes, please list (most recent first): Body part \_\_\_\_\_ Date \_\_\_\_\_ Facility \_\_\_\_\_  
 If yes, did you have any problems? \_\_\_\_\_

**Before you may enter the scanner room, you must remove all metallic objects.**

<input type="checkbox"/> All contents of pockets, including back pockets	<input type="checkbox"/> Shoes that contain any metal (e.g., steel tipped)
<input type="checkbox"/> Wrist watch, any bracelets	<input type="checkbox"/> Hearing aids or other electronic devices
<input type="checkbox"/> Hair pins, clips, weaves, fasteners	<input type="checkbox"/> Pagers, cell phones, PDAs
<input type="checkbox"/> Pins or badges on shirt	<input type="checkbox"/> Dentures or removable retainer
<input type="checkbox"/> Belt with metal (e.g., buckle)	<input type="checkbox"/> Necklaces, chains

**Part II: For all individuals entering the scanner bore**

1. Are you claustrophobic?  No  Yes

2. Do you have an IUD or diaphragm containing metal?  No  Yes

3. Are you pregnant, experiencing late menstrual period, or undergoing fertility treatment?  No  Yes

4. Do you currently have a fever or other acute illness?  No  Yes

5. Please list any surgeries or other invasive medical procedures in as much detail as possible:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Protocol: \_\_\_\_\_ Exam Number: \_\_\_\_\_ Date: \_\_\_\_\_

6. Are you currently taking or have you recently taken any medication?  No  Yes  
 If yes, please list \_\_\_\_\_

7. Do you have anemia or any diseases that affect your blood?  No  Yes  
 If yes, please describe \_\_\_\_\_

8. Do you have a history of stroke, seizures, brain tumor, head trauma, or other neurological disorder?  No  Yes  
 If yes, please describe \_\_\_\_\_

9. Do you wear glasses or contact lenses?  No  Yes  
 If yes, please specify prescription (if known) \_\_\_\_\_

10. Do you have a breathing disorder (e.g., asthma, apnea), heart condition, or movement disorder?  No  Yes

Height \_\_\_\_\_ Weight \_\_\_\_\_ Handedness \_\_\_\_\_

**WARNING:** Certain implants, devices, or objects may be hazardous to you and/or may interfere with the MR procedure (i.e., MRI, MR angiography, functional MRI, MR spectroscopy). Do not enter the MR system room or MR environment if you have any questions or concerns regarding an implant, device, or on object. Consult the MRI Technologist or Radiologist BEFORE entering the MR system room. The MR magnet is ALWAYS on.

**Please mark on the figure(s) below the location of any implant or metal inside of or on your body.**

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Protocol: \_\_\_\_\_ Exam Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Please indicate if you have any of the following:**

<input type="checkbox"/> Yes <input type="checkbox"/> No	Aneurysm clip(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cardiac pacemaker
<input type="checkbox"/> Yes <input type="checkbox"/> No	Implanted cardioverter defibrillator (ICD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electronic implant or device
<input type="checkbox"/> Yes <input type="checkbox"/> No	Magnetically-activated implant or device
<input type="checkbox"/> Yes <input type="checkbox"/> No	Neurostimulation system
<input type="checkbox"/> Yes <input type="checkbox"/> No	Spinal cord stimulator
<input type="checkbox"/> Yes <input type="checkbox"/> No	Internal electrodes or wires
<input type="checkbox"/> Yes <input type="checkbox"/> No	Bone growth/bone fusion stimulator
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cochlear, otologic, or other ear implant
<input type="checkbox"/> Yes <input type="checkbox"/> No	Insulin or infusion pump
<input type="checkbox"/> Yes <input type="checkbox"/> No	Implanted drug infusion device
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of prosthesis (eye, penile, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Heart valve prosthesis
<input type="checkbox"/> Yes <input type="checkbox"/> No	Eyelid spring or wire
<input type="checkbox"/> Yes <input type="checkbox"/> No	Artificial or prosthetic limb
<input type="checkbox"/> Yes <input type="checkbox"/> No	Metallic stent, filter, or coil
<input type="checkbox"/> Yes <input type="checkbox"/> No	Shunt (spinal or intraventricular)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vascular access port and/or catheter
<input type="checkbox"/> Yes <input type="checkbox"/> No	Radiation seeds or implants
<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication patch (Nicotine, Nitroglycerine)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any metallic fragment or foreign body
<input type="checkbox"/> Yes <input type="checkbox"/> No	Wire mesh implant
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tissue expander (i.e. breast)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Surgical staples, clips, or metallic sutures
<input type="checkbox"/> Yes <input type="checkbox"/> No	Joint replacement (hip, knee, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Bone/joint pin, screw, nail, wire, plate, etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dentures or partial plates
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tattoo or permanent makeup
<input type="checkbox"/> Yes <input type="checkbox"/> No	Body piercing or jewelry
<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing aid (remove before entering MRI)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other implant

**IMPORTANT INSTRUCTIONS**

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, cell phone, eyeglasses, beeper, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing, with metal fasteners, and clothing with metallic threads. You will be asked to wear ear plugs to protect your hearing during the scan.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and regarding the MR procedure that I am about to undergo.

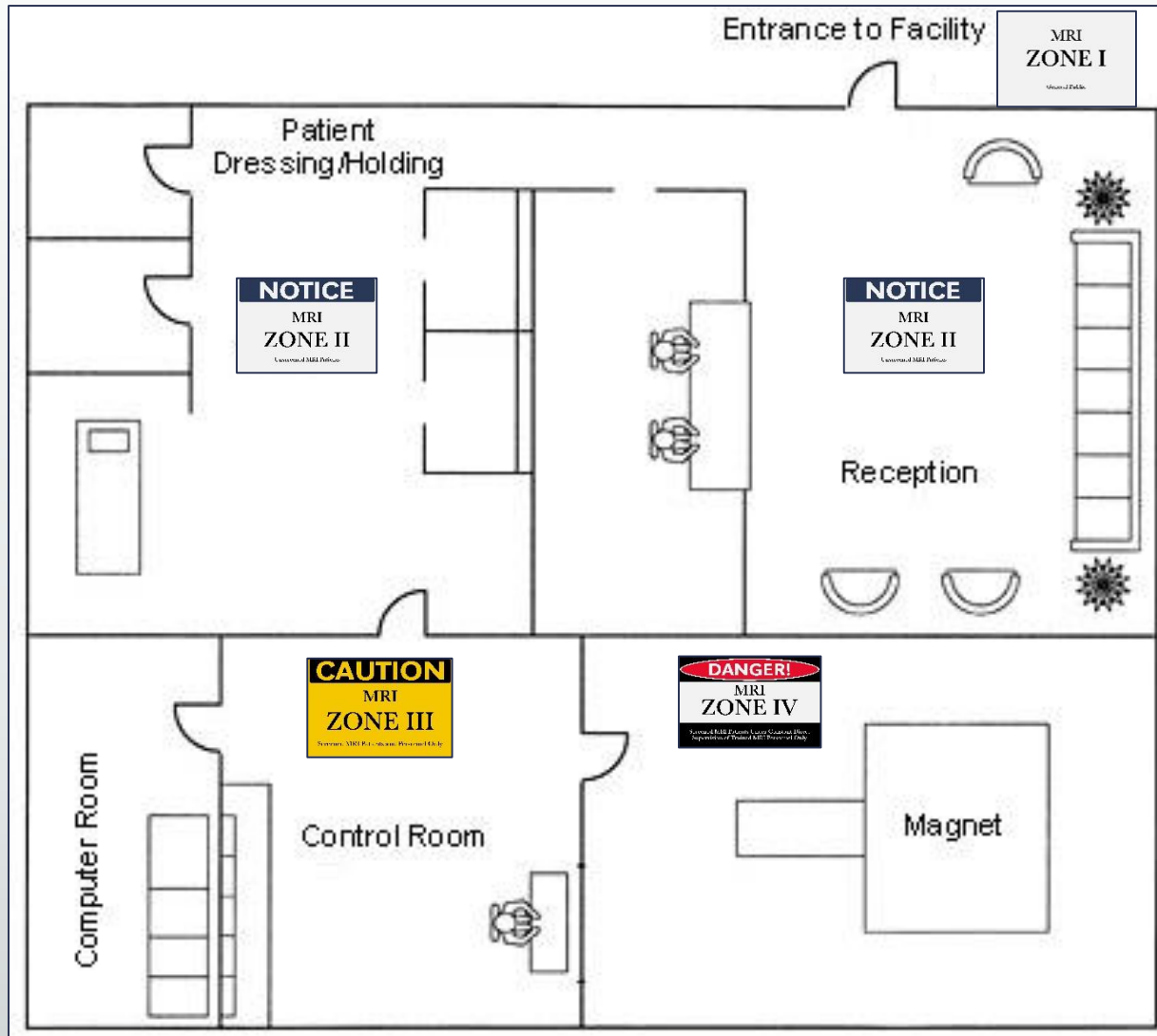
Signature of Person Completing Form \_\_\_\_\_ Signature of Person Screening Subject/Patient \_\_\_\_\_ Date \_\_\_\_\_

Form Completed by: Self Parent/guardian Other relative Physician

Revised: 7/28/2017 Page 3 of 3

# MR Safety

# MR Safety: Zones



- **Zone I**
  - All areas accessible to the general public
- **Zone II**
  - Areas between the public-accessible Zone I and restricted areas of Zone III and IV
- **Zone III**
  - Area where free access by unscreened non-MR personnel or ferromagnetic objects or equipment can result in serious injury or death
- **Zone 4**
  - MR scanner room

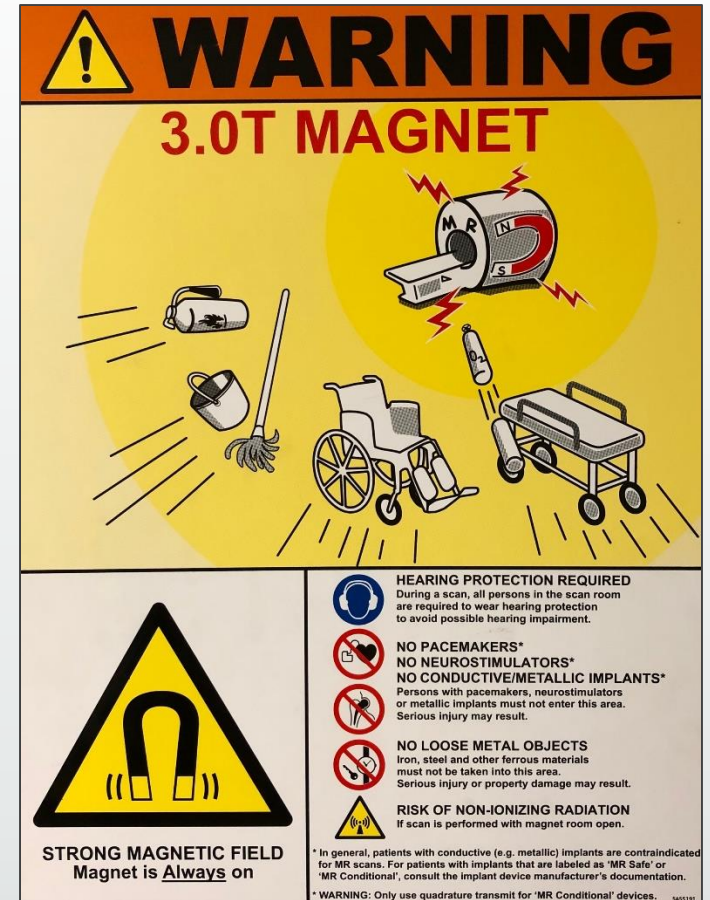
# MR Safety

- 24 hrs/day
- 365 days/year
- The magnetic field is on even when the magnet is **NOT** in use.
- Even if the electrical portion of the machine is off, the magnetic field is still up
- The MRI technologist has final say in who may be allowed to go into the operation and/or scanner room.



# MR Safety

- The force of the field is measured in Tesla (T)
  - Our scanners are measured at 3.0 Tesla (T)
- The force of the field is greatest at the center of the magnet.
  - The magnetic FORCE INCREASES as you move closer to the center of the magnet
- What is not attracted to the magnet outside the fringe field can be attracted to the magnet as you move closer to the center of the machine



**Subject Safety is our #1 Concern!**

# MR Safety: Medical Implants

- Medical Implants
  - Review Dr. Frank Shellock's MRI contraindication database: [www.mrisafety.com](http://www.mrisafety.com)
  - At least 3 days before your exam, email the device model and manufacturer of any medical implants to all 3 techs at [BIAC-Schedule@duke.edu](mailto:BIAC-Schedule@duke.edu)
    - They will reply via email regarding eligibility
  - It is the Experimenter's responsibility to get approval prior to the scan!

**Magnetic Resonance Imaging**  
**Tips for Scanning Patients with Implants**

• Follow your site's process for screening the patient  
• Identify the manufacturer and model of any implanted devices  
• Locate the MRI safety information in the device manufacturer's labeling

Look for one of these icons:

**BEFORE**

- MR** MR Safe. Patients with MR Safe devices have no scanning restrictions.
- MR** MR Conditional. For patients with MR Conditional devices, implant conditions should be matched with the MR system information.
  - Consult your MR system manual for MR system information
  - Ensure that the MR system meets all conditions provided in the MR Conditional labeling
  - If conditions are not met, the patient should not be scanned
- MR** MR Unsafe. Patients with MR Unsafe devices should not be scanned. Assume any unidentified implant is MR Unsafe.

• Document device information in the medical record  
• Consult a physician for any risk/benefit decisions  
For MR Conditional devices:  
• Follow all pre-scan conditions, such as special programming modes

**DURING**

- For MR Conditional devices, follow all scan conditions such as specific absorption rate (SAR) restrictions or patient positioning instructions
- Monitor the patient at all times

**AFTER**

- Assess the patient for discomfort or injuries
- Follow any post-scan conditions, such as device checks or programming

FDA U.S. FOOD & DRUG ADMINISTRATION  
SMRT A WORLD OF KNOWLEDGE PROFESSIONALS

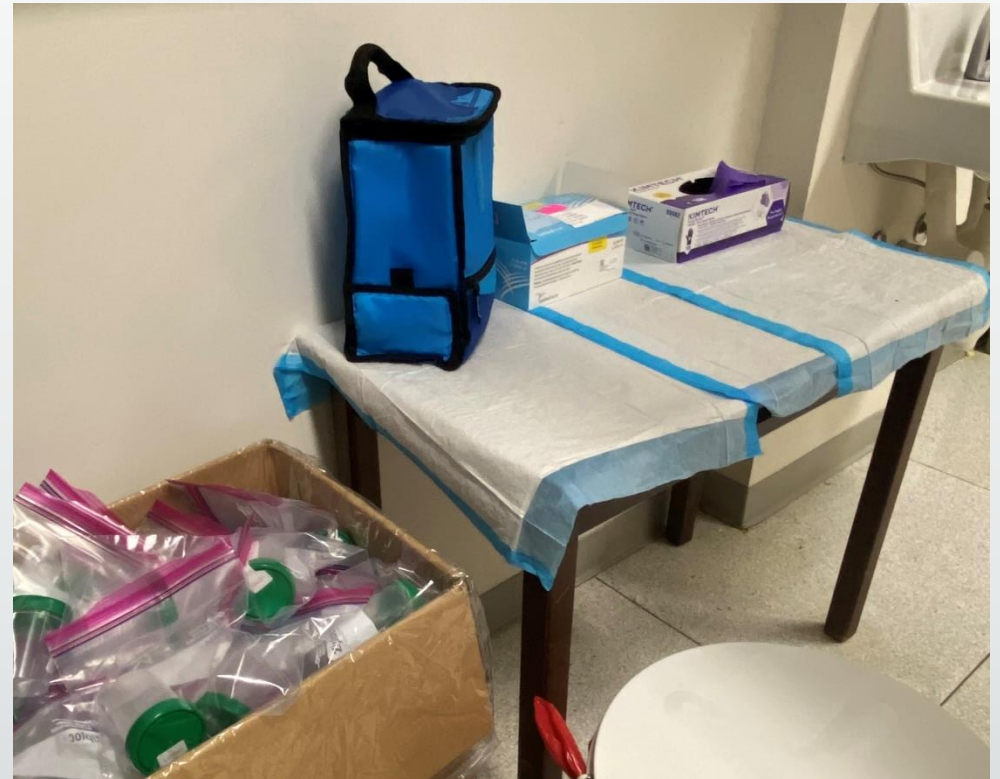
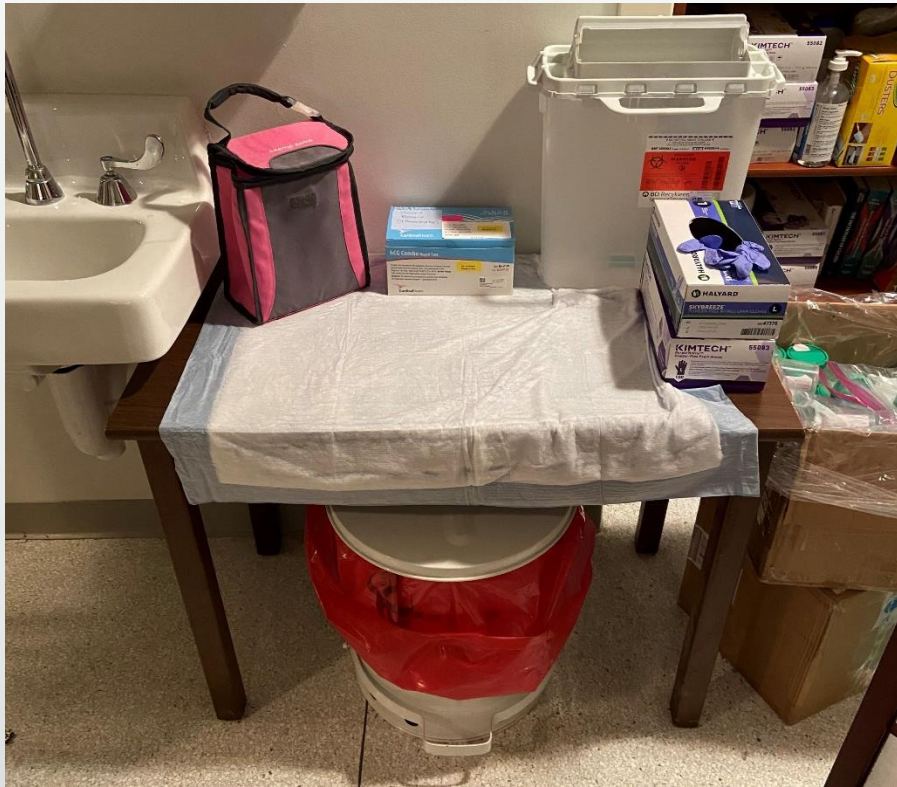
# MR Safety: Pregnancy Tests

- Although BIAC no longer requires pregnancy tests, many studies still have this requirement in their IRB procedures.
- Female participants (12-55 years) must receive a urine immediately prior to each MRI Scan
- Very limited exceptions:
  - Females who have not yet menstruated
  - Post-menopausal females
  - Females who have had a hysterectomy
- Supplies are available at the scanners
- Experimenter should facilitate urine collection
- MR Tech will perform pregnancy test





# Pregnancy Test Stations



# Pregnancy Tests Update

- Since February, 2023, BIAC no longer requires pregnancy tests, so it is now up to each study to keep or get rid of this requirement
- If the study no longer wants to require pregnancy tests, then they must submit an amendment to their IRB
- If the study would like to continue requiring pregnancy tests, BIAC will still provide kits and testing

What to expect the day of the  
scan...

# Day of Scan Procedure

Step 1: Escort subject to MRI hallway and ask them to place all belongings into lockers

Step 2: Ask subject to remove all metal objects from their person and place in locker (jewelry, bobby pins, etc.)

Step 3: Ask subject to pat and empty any and all pockets

**All subjects should be MRI ready before entering the console room**

Step 4: If scanning a woman of child bearing potential, conduct the urine pregnancy test

Step 5: Walk subject to console room and have them fill out the *BIAC MRI Safety Sheet*

Step 6: Ask subject to re-check for any metal on their person or in their pockets

Step 7 : MRI Tech will review form and begin their scanning procedure

# Scan Session:Visitors

- Visitors and family members are never allowed in the console room
- What are your options?
  - Schedule time in Test I, DHNI, or Mock I
  - Parent/guardian can wait in the Children's Hospital Lobby or the Main Entrance Lobby
- **CANNOT** leave family/visitors:
  - In the hallway
  - Console room



# Scan Session: Hospital Courtesies

- At the hospital, patients and their transporters have the right of way
- Please be sure to wait if patients are in the middle of the MR hallway
- ID Badge must be visibly worn at all times

# Scan Session: Experimenter Courtesies

- Please be sure to wait until the scan before yours is finished, and the participants have exited the console room before entering
- What are your options?
  - Schedule TestI/DHNI/MockI\* and wait in those rooms
- Please do not wait in the hallways
- Scans are not allowed to run over the scheduled time

# Scan Session: Experimenter Courtesies

- Do NOT train/consent/test subjects in the hallways
  - This includes the table by BIAC 5
- If it is necessary to talk with a member from another lab, pull them aside and do not talk to them in front of their subjects
- Additionally, a subject may be from a sensitive or vulnerable population and require the undivided attention of the lab team.





# BIAC Resources

# BIAC Resources: Stimulus Controls

- We have many peripherals available for you to use!

- Details instructions can be found here:  
<https://wiki.biac.duke.edu/biac:experimentalcontrol>

## BIAC Stimulus Control System Manual

### Stimulus Control System Layout

- Organization diagram
- Hardware connected to each PC

### Video display

- Using the video projector
- Using the DVD player
- Using the Video switch
- Using the Monitors

### Audio

- Using the audio headphones

### EyeTracker

- Eyetracking in the MRI scanner

### Galvanic skin resistance (GSR)

- Recording GSR in the MRI scanner

### Button Boxes

- Using the 8-button box
- Using the joystick button box

### Head Tracking Device

- Using the head tracker

### Troubleshooting

- Troubleshooting

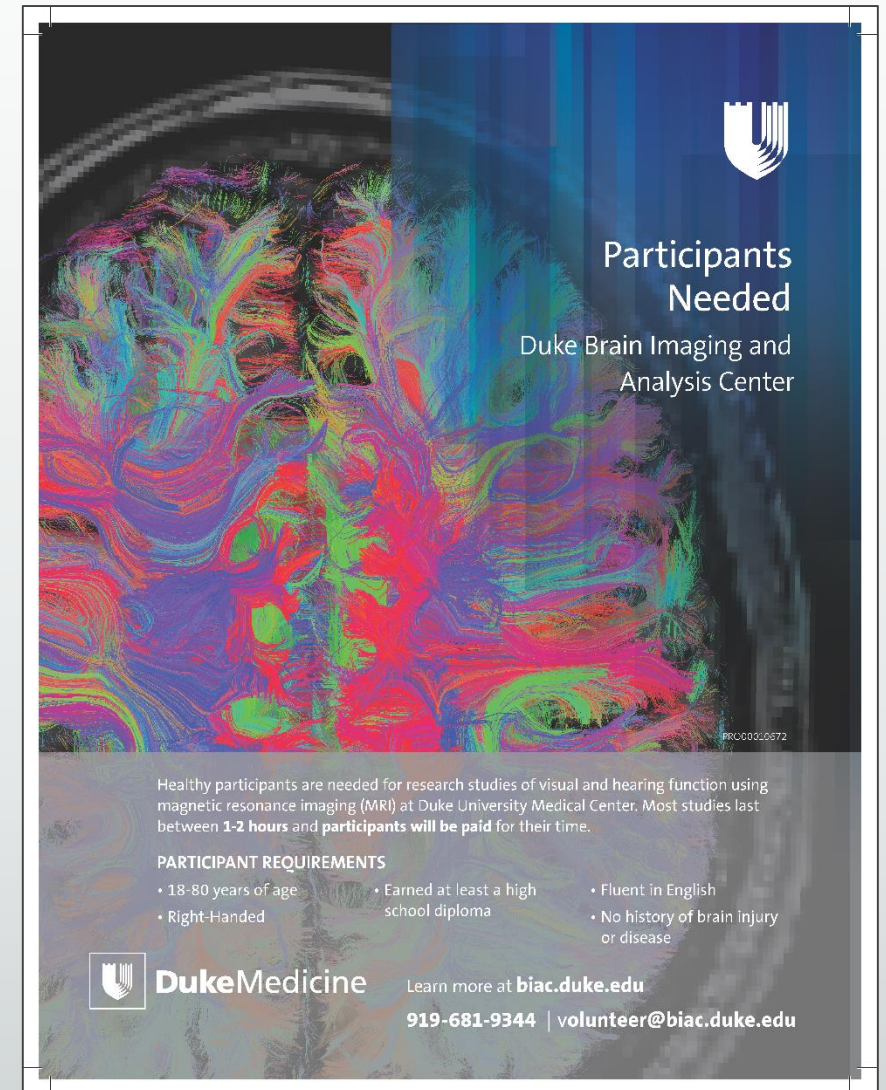
#### Table of Contents


- BIAC Stimulus Control System Manual
- Stimulus Control System Layout
- Video display
- Audio
- EyeTracker
- Galvanic skin resistance (GSR)
- Button Boxes
- Head Tracking Device
- Troubleshooting

# BIAC Resources: Subject Recruitment

- BIAC maintains an active subject pool (~425 members)
- Healthy, “Normal” participants
- Criteria:
  - 18-80 years of age
  - Right-handed
  - Earned at least a high school diploma
  - English speaker (native/fluent)
  - No history of brain injury or disease
  - No anti-depressants, anti-anxiety, or hypertension medication use

**\*\*Currently not recruiting, but can still use**




  
Participants Needed  
Duke Brain Imaging and  
Analysis Center

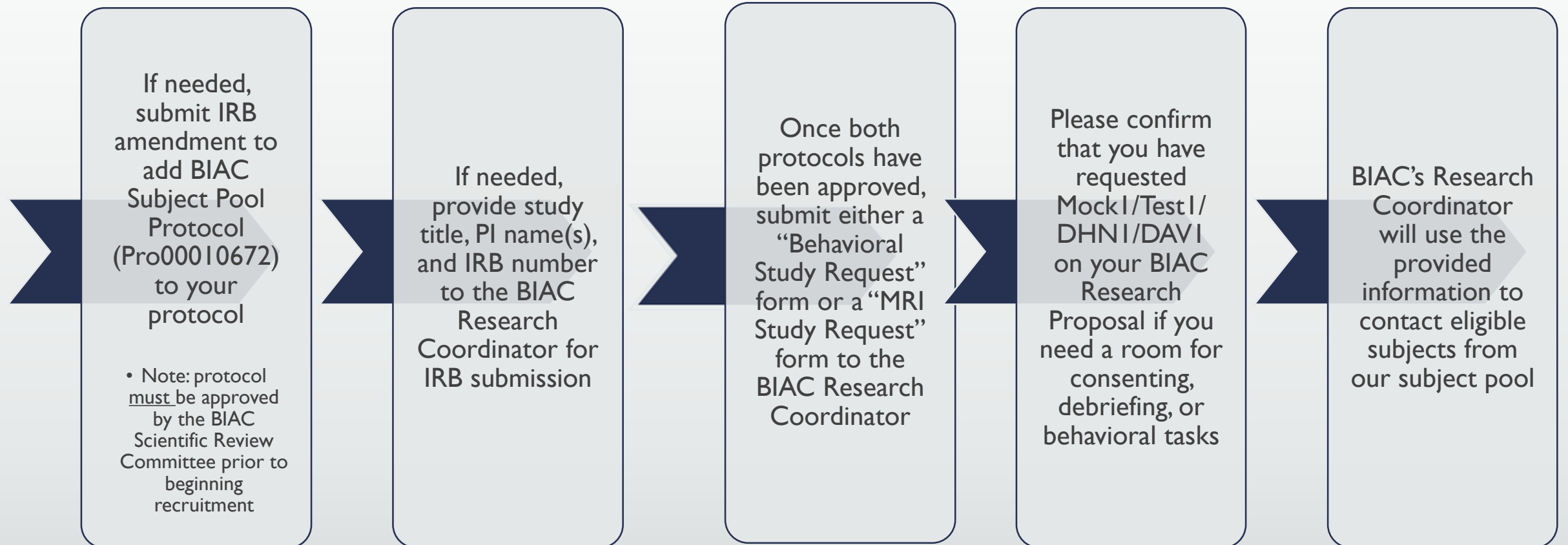
Healthy participants are needed for research studies of visual and hearing function using magnetic resonance imaging (MRI) at Duke University Medical Center. Most studies last between 1-2 hours and participants will be paid for their time.

**PARTICIPANT REQUIREMENTS**

- 18-80 years of age
- Right-Handed
- Earned at least a high school diploma
- Fluent in English
- No history of brain injury or disease

 **DukeMedicine** Learn more at [biac.duke.edu](http://biac.duke.edu)  
919-681-9344 | [volunteer@biac.duke.edu](mailto:volunteer@biac.duke.edu)

# BIAC Resources: Using BIAC Subject Pool



# BIAC Resources: Using BIAC Subject Pool

- Please be aware that we schedule and recruit for many BIAC studies. Please provide enough time for IRB amendment approval and/or contacting participants if you need subjects.
- Please try to be flexible with your schedule, our scanners have extended hours Monday - Wednesday nights, plus availability on Thursday nights/Saturdays alternate.
- Keep in mind that many of our subjects are students, be mindful of the academic calendar (fall break, exams weeks, major holidays, spring break, etc.)

# BIAC Resources: Subject Feedback

- Please let us know if a subject does not show for a scan as they will no longer be contacted for our studies
- Please let us know if a subject performs extremely poorly on a task, is unusually unmotivated, or falls asleep during the scan
  - We have a two-strike policy with subjects for instances like these, so the more feedback—the better our recruitment can be
- **Please let us know if the subject has trouble laying still**
  - **Dental work may produce image artifacts**

# BIAC Billing System



# BIAC Billing System

- Each month, we generate invoices for each experiment through the BIAC Scanner Schedule System
  - Invoices will be emailed on the 1<sup>st</sup> business day of the following month
- Calendar entries must be fully documented by the end of the last day of every month. Once the invoices are generated, changes cannot be made.
  - This includes making any lost time claims and/or cancellations

# BIAC Billing System

- Invoices are sent to the following individuals that were listed on the initial BIAC proposal form received by the Scientific Review Committee
- These individuals should review the invoices upon receipt and contact [billing@biac.duke.edu](mailto:billing@biac.duke.edu) to confirm the charges
- Payments will be processed within 2-4 days after the invoices are sent out
  - We will charge the last cost object (fund code) that we have on file for the study. If the funding source has changed, please notify BIAC as soon as you have the new fund code.
- Updating calendar entries regularly will avoid the need for corrections on the invoices.

# BIAC Billing System

## BIAC Scanner Time Invoice

Please remit payment to:

Center Attn: Billing Campus Box 3918 Durham, NC 27710	Brain Imaging and Analysis 919-681-7033 Fax billing@biac.duke.edu	919-681-9337
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**Department**     **BIAC**

**Responsible Investigator**     **Allen Song**    allen.song@duke.edu  
**Billing Contact** **Elena Musty**     elena.musty@duke.edu

**Experiment**     [REDACTED]     **Cost Object Investigato**     [REDACTED]

Scanner	Date	Start	End	Exam(s)	Canceled	Lost	TimeOverlap	Amount	Paid to	Amount	
								Credit	Billed	Date	Due

**Current Charges**

BIAC6	15-Apr-2019	2:30 PM	3:00 PM	00606	No	0 min.	0 min.	\$280.00	\$0.00	\$280.00
BIAC6	25-Apr-2019	3:30 PM	4:30 PM	00645	No	0 min.	0 min.	\$560.00	\$0.00	\$560.00

<b>Current charges through 4/30/2019 (2 studies)</b>	<b>\$840.00</b>
<b>Past Due charges (0 studies)</b>	<b>\$0.00</b>
<b>Development funds contributed by BIAC</b>	<b>\$0.00</b>
<b>Total for [REDACTED] (2 studies)</b>	<b>\$840.00</b>

<b>Current charges through 4/30/2019 (2 studies)</b>	<b>\$840.00</b>
<b>Past Due charges (0 studies)</b>	<b>\$0.00</b>
<b>Development funds contributed by BIAC</b>	<b>\$0.00</b>
<b>Total for Allen Song (2 studies)</b>	<b>\$840.00</b>

# BIAC Billing System

- **Current Rates (effective 7/1/2018):**
  - Rate for Scans = \$560 per hour
  - Cancellation Fee Rate = \$140 per hour
    - Scans cancelled with less than 48 hours notice will incur the cancellation fee
  
- **Rates Effective July 1<sup>st</sup>, 2023:**
  - Rate for Scans = \$640 per hour
  - Cancellation Fee Rate = \$160 per hour

# BIAC Billing System: Helpful Definitions

- **Lost Time:** This is a credit for time/data lost due to a BIAC-related problem. The experimenter should claim this on the BIAC Scanner Schedule
- **Overlap Credit:** This is a credit granted when a paying study takes over a canceled slot and completes the scan
  - Non-Paying Studies:
    - UserTest
    - SysDevelop
    - SysService
    - QA
    - Demo

# BIAC Billing System: Cancellations

- Canceled scans incur a fee at the rate of \$140/hour (effective 7/1/2018).
  - Please note that this charge will only apply to those sessions which are canceled <48 hours of the session start time
- Sessions canceled with >48 hours notice, or due to scanner down time, will have no associated charges. If a BIAC MR Tech becomes unavailable for your scan, we will not charge you for the time.
- The cancellation fee can only be applied to the entire session
  - You will be charged the full rate for your scheduled time, even if you only use a portion of it.
- The earlier you cancel your study on the calendar, the more time another paying study has to take over the slot

# FAQs

# FAQs

- Q: I am at the scanner and my session ended and I need more time. What do I do?



# FAQs

- Q: I am at the scanner and my session ended and I need more time. What do I do?
  - A: If the MR Tech and scanner are available (no other session booked), you may continue your scan by adding additional time to the calendar. If you do not add it, the MR Tech will and you will be billed appropriately. You can only add time in 30 minute increments. (i.e. If you schedule 30 minutes but need 45, you will pay for 1 hour. The time you schedule on the scanner should be adequate to cover time you enter the console room, until the time you leave. This includes the time for the subject to enter and exit the scanner.

# FAQs

- Q: I no longer need my full time slot, can I cancel a portion of my scheduled scan time for a reduced fee?

# FAQs

- Q: I no longer need my full time slot, can I cancel a portion of my scheduled scan time for a reduced fee?
  - A: You can cancel the portion on the calendar, however you will not receive a reduced fee unless a paying study takes over your time slot (overlap credit will apply). If you scheduled time and run your study, you will be charged for the entire scheduled slot regardless of how much time you use.

# FAQs

- Q: My subject has an implant/device/object but says they have had a MRI scan since then. Do I still need to get the MR Techs to clear it before their scan? Even if the scan was done at Duke?

# FAQs

- Q: My subject has an implant/device/object but says they have had a MRI scan since then. Do I still need to get the MR Techs to clear it before their scan? Even if the scan was done at Duke?
  - A: YES! You will still need to have the implant/device/object cleared by the MR Techs at least 3 days prior to the scan.
  - A: YES! Both 1.5T and 3T scanners are used clinically, so implants/devices/objects that were at one time cleared for 1.5T have not all been cleared for 3T.

Next Steps...

# Next Steps...

- (1) Read and sign off on all relevant SOPs on the *Signature Sheet: Level I MRI Access*
- (2) Read the *MRI Safety Tutorial* and watch *MRI Safety Video*
- (3) Complete the online *Safety Quiz*
- (4) Complete the *MRI Safety Screening* form
- (5) Attend *BIAC New User Orientation* ✓
- (6) Email completed forms to [help@biac.duke.edu](mailto:help@biac.duke.edu) and Jenn Graves, [jenn.graves@duke.edu](mailto:jenn.graves@duke.edu)
- (7) Email [help@biac.duke.edu](mailto:help@biac.duke.edu) with your Duke Unique ID and your HID-Activated Card Number
- (8) Join the BIAC-User listserv

# Forms and Safety Quiz

- Found at <https://www.biac.duke.edu/research/safety>
- Can email the forms to [jenn.graves@duke.edu](mailto:jenn.graves@duke.edu)

## Safety

If you need access to the MRI suite, you must review the MRI safety materials and pass the safety quiz to demonstrate your understanding of the material covered. You must also complete, sign and date the MRI Screening Form and Level 1 MRI Access Signature Sheet and return them to the [BIAC Main Office](#).

- [SOP101: MRI Access](#)
- [SOP111: BIAC Safety Training](#)
- [MRI Safety Tutorial](#)
- [MRI Safety Video](#)
- [MRI Safety Quiz](#)
- [MRI Subject Screening Form \(PDF\)](#)
- [MRI Level 1 Access Signature Sheet \(PDF\)](#)



# BIAC User Listserv

- Join to stay up to date and receive any notices, policy changes, etc.
- To join:
  - Go to <https://lists.duke.edu/sympa>
  - Log in with Net ID and click “Search for lists”
  - Search “biac” and click the group [biac-users@duke.edu](mailto:biac-users@duke.edu)
  - On the left side of the page, click “Subscribe”

biac-users - For anyone who uses the services of the Brain Imaging & Analysis Ctr.

biac-users@duke.edu

**Subject:** For anyone who uses the services of the Brain Imaging & Analysis Ctr.

**Description:** This list is for researchers who use the BIAC facilities. Operational announcements, service interruption notices, talk announcements, and other important messages that affect the general BIAC community will be sent through this listserv.

Questions?

Thank you for attending the  
BIAC New User Orientation!

