



BIAC Experimenter Meeting

10/17/2013



BIAC Experimenter Meeting

Agenda:

- Scheduling Procedures
- Calendar Entries
- Preparing for your scanning session
 - MR Safety/Subject Eligibility
 - Visitors
 - Procedures at the Scanner
- Billing
- Next Steps

Don't forget to sign the attendance roster!



BIAC Experimenter Meeting

Agenda:

- Scheduling Procedures



Scheduling

- Most often, the experimenter (the person running the subject) schedules a session on a BIAC scanner.
- We strongly encourage you to enter real participant information.
- If a subject is lost and calls the BIAC office, having their name in the calendar helps us find where they need to be.
- We can run demographics reports for you!
- It is the expectation that you have a participant when you reserve a slot.



Scheduling: Null.01

- Should ONLY be used to avoid double-booking an MR Tech.
- The experimenter is responsible for placing Null.01 on the opposite scanner during single MR Tech coverage.
- If you think someone forgot to schedule a Null.01, please contact the BIAC office before scheduling your study.
- In the event of a double-booking, the study that scheduled first will remain on the calendar. The scan that scheduled last will have to be rescheduled.
- Be sure to check the notes (in blue) at the top of the scanner schedule to see exceptions to the normal tech schedule.
 - If your study starts at a time when there are 2 techs available and continues to a time when only 1 is available, you need to put a Null.01 on the opposite calendar for just the time there is only 1 tech available.



BIAC Experimenter Meeting

Agenda:

- Scheduling Procedures
- Calendar Entries



Completing Calendar Entries

Q: Who is responsible?

A: The experimenter running the study (NOT the MR Tech).

Note: Incomplete calendar entries will cause your BIAC experiment to be ineligible for renewal.

**Color Key for the
BIAC Scanner Schedule:**

Color Key	
Info Complete	Canceled
Info Missing	Overlap

Calendar items you are required to complete:

- Actual Start and End Times
- Experimenter
- Exam Number(s)
- MR Tech
- Subject Name**
- Subject Type
- Consent Form Signed
- Problem (if applicable)
- Lost Time (if BIAC problem)

NOTE: The Experimenter should document MOCK1 and TEST1 sessions completely.



Completing Calendar Entries

Study Details

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

Schedule ID	84060	Study ID	130924_00000	Scheduled Times	12:00 PM - 1:30 PM
Date	9/24/2013 Tuesday	* Actual Start Time	12:00 PM	* Actual End Time	1:30 PM
Scanner	BIAC5	* Experiment	Demo.01	* Experimenter	None
* First Exam #	00000	* Last Exam #	00000	* MR Tech	None
* Subject	[Redacted]		Change Subject	* Subject Type	None
* Consent Form Signed	[Redacted]			* Amount Paid \$	0.00
* Problem	None	Completed	<input checked="" type="checkbox"/>	* Lost Time	0 minutes
Problem Details	[Redacted]				
Notes	[Redacted]				

*Required fields.

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



Completing Calendar Entries

- Exam Number(s)
 - The MR Tech will have this number at the time of the scan.
 - The Experimenter should enter this number in the calendar.
- MR Tech
 - The Experimenter should enter the name in the calendar entry.
- Subject Name
 - Experimenter should enter prior to scan.
- Problem (if applicable)
 - The Experimenter should enter any problem that arises. Use the Problem details field to elaborate further.



Null.01

- **Do NOT use Null.01 for the following situations:**
 - As a placeholder for an experiment
 - User Tests
- **Do not list any subject information/PHI in the Null.01 calendar entry. Only list the Experimenter's name so that it can be matched to the actual scan on the opposite scanner.**
 - All users have access to the Null.01 calendar entries. If you list the subject's information in the Null.01 entry, you have just publicized PHI.
- **If you delete/cancel a scan, remember to delete/cancel the Null.01 on the opposite scanner if it was used.**



Claiming Lost Time

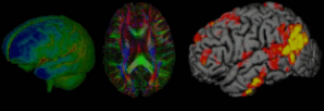
- Lost Time should only be claimed if you are unable to use all or part of your data due to a BIAC related problem.
- BIAC will enter lost time for the following situations:
 - No Tech Available
 - BIAC Scanner Down
- If your scan encountered a BIAC problem, please be sure to submit a trouble ticket as soon as possible so that the problem can be investigated.



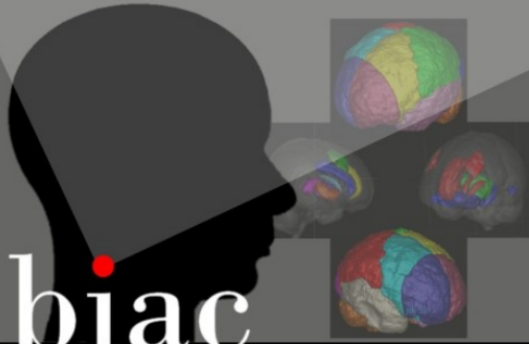
Trouble Tickets

- Trouble tickets can be submitted through our homepage (at the bottom left): www.biac.duke.edu

Duke-UNC
Brain Imaging and Analysis Center



about research education people facilities



biac

High resolution structural MRI allows detailed segmentation of neuroanatomy

Scanner Calendar **Trouble Ticket** Exam Tracker Status Monitor Wiki For

shadow.biac.duke.edu/biacweb/tickets/

Welcome diaz Today is Tuesday, Oct 15 2013

Dashboard Track **Tickets** Tools Manage

» Main » New Ticket » My Assignments » Unassigned » Search

My Tickets

No submitted tickets.

Related Tickets

Note: These are open tickets submitted by other users for Experiments you have access to.

Date	User	Exam	Note	Status	Action
			Hi BIAC. We noticed some artifacts in		

Funding Sources





Experiment Information Page

- If your experiment is not available in the drop-down list, you should check the Experiment Info Page for details.

- Has your experiment expired?
- Has the experiment run out of hours?
- Is the IRB protocol expired?

Study Details

[Experiment Info Page](#)

Date: 10/17/2013 Thursday

*Scanner: BIAC6

Subject: _____

Notes: _____

*Required fields.

Experiment Information for Class.01

Go back to [main calendar view](#).
Show [all experiments](#) user "aedwards" has access to.
View [disk quota information](#) for this experiment.

Summary

This experiment is currently valid.
This experiment's scheduling window allows you to schedule through 12/16/2013.
This experiment has 21 incomplete calendar entries (see below).
This experiment has 5 or fewer hours left unused.

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	Title
Class.01		Allen Song	Allen Song	BIAC	3/22/2002	1/1/2020	Graduate fMRI class

Experiment	Time Allocated (hours)	Time Left (hours)	Time Used (hours)	Lost Time [Claimed] (hours)	Total Time (hours)	Scheduling Window (10/14/2013 - 11/4/2013)			Scheduling Window (11/5/2013 - 12/16/2013)		
						Window Size (days)	Max Study Size (hours)	Max Weekly Time (hours)	Window Size (days)	Max Study Size (hours)	Max Weekly Time (hours)
Class.01	255	3	252	6.5 [6.5]	258.5	21	4	None	42	4	4

Experiment	Billing Contact	Billing Rate
Class.01	Amanda Griffin	\$440.00 per hour

Experiment	IRB Protocol	Principal Investigator	Start Date	End Date
Class.01	0000-00-3	Allen Song	1/1/1999	1/1/2100

The Experiment Info Page will also list incomplete calendar entries!



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
- Incomplete Calendar Entries
 - No subject info
 - Missing exam number
 - MR Tech not listed
 - Lost time not claimed properly
 - MOCK1 and TEST1 should also be documented completely



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Preparing for your Session: MR Safety

- If you have questions about MR Safety and/or a subject's eligibility, please contact BIAC!
- At least 3 days before your exam, email all 3 MR technologists with the device model and manufacturer.
- They will reply via email regarding eligibility
- Don't wait until you get to the scanner to ask these questions!

Subject Safety is our #1 Concern!



Preparing for your Session: Pregnancy Tests

- Female participants must receive a urine pregnancy test 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 techs will perform the pregnancy test.
- Participant gender must be listed on the calendar!



Preparing for your Session: Visitors

- Visitors and family members are never allowed in the console room.
- What are my options?
 - Schedule time in the Mock/Whisper room
 - Parent/guardian can wait outside BIAC5
 - Parent/guardian can wait in the children's hospital lobby
 - Parent/guardian can sit in the magnet room.
 - Must complete a screening form
 - Must have no contraindications to scanning



Preparing for your Session: UserTest.01

- UserTest.01 = free testing time
- UserTest.01 = no MRI data, but . . .
 - Set up your protocol
 - Test scanner triggering
 - Time your task
 - See what your stimuli look like inside the scanner
- UserTest.01 can be scheduled <24 hours in advance
- Please! Schedule a UserTest.01 prior to your first participant.



Preparing for your Session: Session Time

- At BIAC a scheduled session must include:
 - Protocol time – the time it takes to run a protocol
 - Breaks – if there is a short resting period between runs
 - Talking to your participant between runs
 - Set up time – the time it takes to review the screening forms and get the participant set up
 - Exit time – the time it takes to get a participant out of the scanner
- Typically allot 15 minutes beyond protocol time.



Preparing for your 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.



Preparing for your 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 my options?
 - Schedule Mock/Test time
 - Wait in the Mock/Test room
- Please do not wait in the hallways.



Preparing for your Session: Experimenter Courtesies

- Scans are not allowed to run over the scheduled time.



Preparing for your Session: BIAC Resources

- We have many peripherals available for you to use!
- Detailed instructions can be found here:
<http://wiki.biac.duke.edu/biac:experimentalcontrol>

The screenshot shows a web browser window displaying the BIAC Stimulus Control System Manual. The page title is "BIAC Stimulus Control System Manual" and the sub-heading is "Stimulus Control System Layout". The main content is organized into sections with bulleted lists of items:

- Stimulus Control System Layout**
 - Organization diagram
 - Hardware connected to each PC
- Video display**
 - Using the video goggles
 - Using the video projector
 - Using the DVD player
 - Using the Video switch
 - Using the Monitors
- Audio**
 - Using the audio headphones
 - Using the audio switches
 - Using the stereo system

On the right side of the page, there is a "Table of Contents" sidebar with a search icon and a list of links to various sections of the manual, including "BIAC Stimulus Control System Manual", "Stimulus Control System Layout", "Video display", "Audio", "EyeTracker", "Galvanic skin resistance (GSR)", "Button Boxes", "Head Tracking Device", and "Troubleshooting".

There is lots of useful information on our wiki – check it out!



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BIAC Billing System

- Each month, we generate invoices for each experiment through the BIAC Scanner Schedule system.
 - These were previously emailed out on or after the 15th of the month following the scans.
 - **Starting with the October 2013 scans, the invoices will be emailed on the 1st of the following month.**
- Calendar entries must be fully documented by the end of the last day of each month. Once the invoices are generated, changes cannot be made.



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:
 - Responsible Investigator, Investigator, Billing Contact
- These individuals should review the invoices upon receipt and email 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

Sample Bill

BIAC Scanner Time Invoice

Please remit payment to: Brain Imaging and Analysis Center 919-681-9337
 919-681-7033 Fax
 Attn: Billing billing@biac.duke.edu
 2424 Erwin Road, Suite 501
 Campus Box 2737

Department BIAC

Responsible Investigator Allen Song allen.song@duke.edu
Billing Contact Amanda Griffin amanda.griffin@duke.edu

Experiment Demo.01 **Investigator** Michele Diaz

Scanner	Date	Start	End	Exam(s)	Canceled	Lost Time	Overlap Credit	Amount Billed	Paid to Date	Amount Due
Current Charges										
BIAC6	04-Sep-2013	2:00 PM	4:00 PM	41309	No	30 min.	0 min.	\$660.00	\$0.00	\$660.00
BIAC6	06-Sep-2013	10:30 AM	12:00 PM		Yes	0 min.	0 min.	\$150.00	\$0.00	\$150.00
BIAC6	10-Sep-2013	2:00 PM	4:00 PM	41355	No	0 min.	0 min.	\$880.00	\$0.00	\$880.00
BIAC6	12-Sep-2013	2:00 PM	3:30 PM	41364	No	0 min.	30 min.	\$440.00	\$0.00	\$440.00
BIAC6	24-Sep-2013	2:00 PM	3:30 PM	41401	No	0 min.	0 min.	\$660.00	\$0.00	\$660.00

Current charges through 8/31/2013 (5 studies) **\$2,790.00**
Past Due charges (0 studies) **\$0.00**
Development funds contributed by BIAC **\$0.00**
Total for Demo.01 (5 studies) **\$2,790.00**



BIAC Billing System

Current Rates:

- Current NIH rate for scans = \$440 per hour
- Cancellation Fee Rate = \$100 per hour
 - Scans cancelled with less than 48 hours notice will incur the cancellation fee.

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.
 - UserTest, SysDevelop.16, SysMaint, SysService, QA, and Demo are several **non-paying** studies.



BIAC Billing System

Cancellations

- Canceled scans incur a fee at the rate of \$100/hr. Please note that this charge will only apply to those sessions which are canceled within 48 hours of the session start time.
- Sessions canceled with >48 hours of 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 an entire session. You cannot cancel a portion of your scan. 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.



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Next Steps

- Send experimenter contact information to info@biac.duke.edu.
 - Include office and cell phone numbers, plus best email address.
 - This will allow us to contact you directly if a problem arises.
- Complete any incomplete calendar entries!
- Update any problems/lost time as soon as possible after your scan.
- Call/Email BIAC with any questions.

BIAC Contact Info:

Main Line: 919-681-9337

Email: info@biac.duke.edu