Scheduling MR Time

Scheduling via ScanTime
The Martinos Imaging Center uses a ScanTime to book imaging time, parking spaces, and more:
http://scantime.mit.edu/

Access: To get access to ScanTime, please email the mri-team with the following info:
- Name
- MIT ID number
- MIT kerberos name
- Name of PI

Login:
- Click on the "schedule" button.
- Use your MIT kerberos username to login (password for first time users is the *SAME* as your MIT username).
- Please make sure to change the password (from the tools menu) after you first login to ensure secure access to the system. DO NOT share passwords.
- Click on open slots to schedule time.
- Please make sure that you use the correct COUHES protocol number when you reserve scan time.
- Users may block off any open slots up to three months in advance.
- NOTE: Only people with MIT certificates/kerberos username can access the calendar.

Edits and Cancellations:
- Click on "My Account" button and then click on "Search".
- Type your username in "User id" and a date range and then click "submit".
- Click on "Edit" or "Cancel".
- NOTE: Edits and cancellations cannot be made through scantime for schedules within 72 hours

Scheduling and Cancellation Policies & Procedures

Purpose: The purpose of this document is to outline the policies & procedures for scheduling and canceling imaging time at the Martinos Imaging Center.

I. Scheduling Policies & Procedures
The Martinos Imaging Center scheduling system has been designed to maximize flexibility for users. Each lab can choose to have a weekly scan-block and/or flexible hours:

Weekly scan-blocks: Weekly scan-blocks are regular time slots assigned to the PI for scanning each week. Weekly scan-blocks are assigned by ScanTime admin as per requests from PIs and are valid for 3 months only. After the 3 month period, scan-blocks must be renewed.

Flexible hours: Once weekly scan-blocks have been assigned the flexible hours are available to everybody as “OPEN” slots on the schedule (https://scantime.mit.edu) and are scheduled on a first come first serve basis. The MRI Team will announce when these slots are available to everyone via a message to mri-all.

II. Cancellation Policies & Procedures
1. General Cancellation
Weekly scan-blocks: Each group is responsible for the usage of their weekly scan-blocks. Blocks cannot be cancelled; however they can be exchanged with another group if they cannot be used. ScanTime admin will not be involved in finding users to fill weekly scan-blocks or tracking exchanges between users. It is the responsibility of the researchers to keep track of all cancellations and changes for billing purposes.
Flexible hours: If for any reason you cannot use your flexible-hour slot you must cancel 72 hours in advance. (NOTE: This does not apply to the weekly scan-blocks.)
2. Last minute cancellations due to: Emergencies, inclement weather and subject no-shows
No scheduling changes can be made directly to the scheduling system by users; only ScanTime admin has access to make such changes.
An email has to be sent to mri-all to notify users of scanner availability.
An email has to be sent to mri-team with the reason for cancellation.
The group that uses the canceled time pays for the slot.
If slot went unused, be sure to note this on your monthly bill before returning it to Emily Wilkoff.

3. If the scanner is down
Both scan blocks and flexible hours are not charged.

4. Use it or lose it policy
For reasons other than 1, 2 and 3, blocked hours and flexible hours are chargeable even if it is not used or used only partially.

5. Trading slots
Both blocked and flexible slots can be swapped with (or given to) other researchers, but no changes can to be made to ScanTime by users.
It is the responsibility of the researchers to keep track of the changes for billing purposes.
As in 4, if only part of the slot is given to another lab, the lab that gave away the time is responsible for charges on unused time. All labs are responsible for keeping track of their usage and their switches.

6. Assignment of weekly scan-blocks
Weekly scan-blocks are assigned 4 times a year for three month intervals.
Scan-block requests for a quarter are assigned during the first 7 days prior to that quarter (December 1-7th, March 1-7th, June 1-7th, and September 1-7th).
The quarterly calendar for flexible hours will be made available to all users on the 8th of the month at 10am.
December 8 for January through March
March 8 for April through June
June 8th for July through September
September 8th for October through December

7. Billing
It is the responsibility of PIs to keep track of all scheduling changes for billing purposes. This includes cancellations and trading or exchanging slots with other researchers.
If you have a question or dispute about any of the charges, please contact Emily Wilkoff in McGovern headquarters.