MEG Lab Scheduling and Billing (date 11/16/2013)

The MEG Lab operates as a fee-for-service core facility in accordance with MIT policies. This document provides the billing policies and procedures to schedule and cancel imaging time at the MEG Lab.

I. Policies

Reservations
To reserve the MEG Lab, use the scantime software (http://scantime.mit.edu). Training hours must also be reserved using the scantime software.

Cancellations
The MEG Lab has a very flexible cancellation policy: there is no cancellation penalty and users can cancel reservations at any time. Users will be billed only for the time they used the lab. For example, if the lab is reserved for 2 hours and is used only for 1.5 hours, the last half hour will be considered canceled time and will not be billed. However, to avoid billing, each user must properly release time in case of a cancellation (remove reservation in scantime if >72 hours; promptly contact meg-all mailing list and MEG team* if <72hours). Hours will be billed if users fail to properly release time.

Billing
Billing will be based on reserved hours on the scantime software, and will be in increments of 30 minutes. It is the responsibility of each user to:
1) promptly (as soon as the information is known) notify the MEG team which scantime hours should not be billed and offer a valid justification
2) keep track of all scheduling changes for billing purposes (this includes cancellations, trading or exchanging slots with other researchers etc).
Valid justifications for no billing include: cancelled scan; subject no-show; technical failure beyond user control; inclement weather; emergencies; early finish (in which case only the used time will be billed); training (only if the MEG team is notified in advance).

New PIs
Contact the MEG team to learn about incentives for new PIs to use the MEG Lab.

II. Procedures

Getting Access
Contact the MEG team to obtain 1) access to the MEG Lab, 2) an account to the scantime software (http://scantime.mit.edu), 3) an account to the MEG acquisition computer, and 4) access to the meg-all mailing list. Users need to provide a billing account and billing contact person to access the lab.

Scheduling with Scantime
To reserve the lab, select ‘Schedule’. Important: Select ‘MEG’ in the drop down menu.

*MEG Team: currently Dimitrios Pantazis (pantazis@mit.edu)
To edit and cancel: click ‘My Account’. This will only display the current week schedules. Either click your username to list all reservations, or click ‘Search’ to find specific reservations.

**Login to acquisition computer**
Users must use a personal account to log-in and log-out of the acquisition computer. This procedure tracks the actual lab usage, such as early or late terminations. However, users must still report to the MEG team any scheduling changes for billing purposes. Computer login and logout times may be used for resolving billing disputes.

**Billing in few words**
On a monthly basis, the MEG team will:
1) count the scantime hours from each user,
2) discount the hours that should not be billed (only if reported by a timely email and with a valid justification as described above; the login software will only be used to verify accurate usage reporting and to resolve disputes)
3) report hours to the McGovern Institute for billing.

**Setting up subjects and recording**
This is the primary function of the lab and is a billed activity. A typical session involves setting up a subject (including EEG if any) and recording data.

**Training new users**
Training sessions must be 1) reserved using the scantime software, 2) reported as training sessions to the MEG team in advance. A session is considered training only if its primary purpose is to train a new user (and not continue an existing experiment while at the same time training a new user). Training sessions are not billed.

**Developing code on the stimulus computer**
While the lab has no ongoing scantime reservation, users can access the stimulus computer on a first-come, first-serve basis to develop their stimulus code. This activity is not billed.