

**University of Minnesota  
Center for Magnetic Resonance Research  
Standard Operating Procedure  
Magnet Scheduling**

SOP Number / Version: SOP017 / Version 1

Approval Date:

Implementation Date:

Author/Owner: Jeramy Kulesa

<b>Approval Signatures</b>	<b>Date</b>
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

**1 Purpose**

The purpose of this procedure is to define the process for scheduling time on CMRR MR scanners.

**2 Scope**

This procedure will apply to all personnel who are involved in conducting research on MR systems at CMRR.

**3 Definitions**

Standard Operating Procedure	A document providing detailed written procedural instructions to achieve consistency and uniformity of the performance of a specific function.
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**4 Responsibility**

It is the responsibility of all personnel who perform the functions listed in Section 2 to adhere to this SOP.

It is the responsibility of the owner/author listed above to review the content of this SOP for accuracy and continued applicability on at least an annual basis.

## **5 Procedure**

### **5.1 3T's**

The 3T's utilize a quota system to provide more equitable scheduling of subjects during prime operating times. Scheduling is done on a first come / first serve basis. Once a project is approved and set-up in the CMRR calendaring system, research personnel on that protocol may reserve time on the [3T Calendar](#) during any open slot. No distinction is currently made between prime-time and after-hours or weekend slots.

#### **Details are as follows:**

1) Every 3T project is assigned a default quota of 8 hours per calendar month for 3T-A and 3T-B combined. Exceptions to the 8 hours per calendar month quota can be submitted to [admin3T@umn.edu](mailto:admin3T@umn.edu) for consideration by the Committee.

2) Usage hours which are NOT counted against the quota are:

- appointments made within 7 days of scan time
- appointments outside prime times of 8:00 a.m. - 6:00 p.m. (seven days a week)
- appointments cancelled more than 7 days prior to scan time

3) Long-term scheduling is limited to a maximum of 4 months in advance.

### **5.2 7T/AS**

The 7T/AS operates on a standing schedule model where time slots are requested and booked weeks in advance. Adjustments are not made to this standing schedule once the calendar has been booked, but in a few cases (eg. out of town visitors) we ask the 7T users to "donate" as many slots as they can over a period of days (visitors) or months, in which case the slots in question are just manually reassigned.

We are trying to balance the needs of the studies who have out-of-town subjects (and thus need to book flights and magnet time 3-6 months in advance) with the need for flexibility and the ability of new projects/PIs to get access to magnet time in a reasonable timeframe.

**1)** Andrea will announce a round of scheduling at the 7T users' meeting, followed up by an email the 7T/AS list, asking people for slot requests, changes, or releases for finished projects.

**2)** Andrea will try to create a schedule to accommodate all the requests that come in. No one is ever denied time, but occasionally a PI may end up with less time, or a less

desirable time slot, than they originally asked for (e.g., 2 slots per 4/week cycle instead of 3 slots/4 weeks which is the normal situation)

3) The 7T community agrees on a calendar propagation end date (typically 12 or 16 weeks from the start date, since the standing schedule is a 4-week cycle)

4) The 7T/AS calendar is booked for the dates agreed upon by Andrea

5) 2-3 months later the process is repeated

### 5.3 Other Systems

Schedule is first come first serve. Any available time on the calendar can be booked.

## 6 References

N/A

## 7 Forms and Templates

N/A

## 8 Appendices / Tables

N/A

## 9 Revision History

Version Number	Approval Date	Change from Previous Version