

**FUNCTIONAL NEUROIMAGING LABORATORY**  
**Unit fMRI-3T**

**GUIDELINES TO PRIORITIES IN BOOKING MRI SCANS**

Approved by the council and presented to the board on 27/04/2022

These guidelines have been designed to guide the process of attributing available slots for human scans at the MRI facility.

The facility hosts various types of users for whom packages/hours are reserved as a percentage of the total. Here an example is also given in terms of hours/month that can be allocated to the various levels, considering a total of 120 hours a month available for human scans, which represent those to date (April 2022) that can be estimated for the current year. If the number of hours change, the proportions will be maintained.

Slots will be assigned quarterly, at least a month ahead of the first available slot, unless objective organisational problems prevent this.

**Definitions**

Projects are divided up into:

- **spot** projects with a predefined (during PPM) number of participants to be sampled and for which the number of slots necessary for their completion can be determined (serial mode) and **continuous** projects (e.g. ERC grants), which involve multiple consecutive experiments being carried out (parallel mode) and do not, therefore, make it possible to envisage the number of slots necessary for their conclusion from the outset. This classification will serve as a guide to establish how the bookings can be entered into the booking system (serial vs parallel).
- Projects **financed by “external” entities**: financing may be **with timely reports** on human scans performed (e.g. ERC grants) or **without reports**, in which case the economic contribution does not make specific reference to an item envisaging reporting in terms of hours of use of the MRI facility (e.g. PRIN or UniTN starting grants). This classification will be taken as a guide to distribute the priorities for the assignment of the hours of use of the MRI.



## Guidelines to priorities in booking CIMEC facilities

Level	Description	% hours reserved	hours/ month (tot. 120 <sup>1</sup> )
1	Projects financed <i>by external entities with reports</i> carried out by PIs from CIMEC or actively involving CIMEC researchers.	40	48
2	Projects financed <i>by external auditors without reports</i> carried out by PIs from CIMEC or actively involving CIMEC researchers.	30	36
3	Projects financed by any entity with and without <i>reports</i> carried out by PIs <b>not</b> from CIMEC and <b>not</b> actively involving CIMEC researchers.	15	18
4	Projects financed by CIMEC without <i>reports</i> carried out by PIs from CIMEC.	15	18

<sup>1</sup> the 120 monthly hours entered are an example that may vary as the availability of the facility staff varies.

Additional rules:

1. At each level, each project cannot have more than 50% of the slots available for attribution, unless there is residual availability of the remaining slots.
2. If the projects relating to a level should fail to fill the hours reserved, these hours can be used by projects relating to the next level. Reassignment will take place "15 days" after the booking system opens, for the quarterly assignment of slots.
3. *Spot projects (with a single experiment envisaged by the project)* will be entered into the booking system and, therefore, carried out in a serial manner, while *continuous projects (with multiple experiments already planned independently)* will be carried out parallel to other projects.
4. Any projects entailing the need for urgent human scans (e.g. scans that cannot be postponed as this would risk grant revocation) will be discussed on a case-by-case basis.
5. In the event of failure or unavailability of the machine for one or more sessions, the slots cancelled will be recovered as soon as new machine time slots are made available. In the event of unforeseen suspension of activities requiring the cancellation of more than 25% of the monthly slots attributed (typically one week), the slots already attributed during the period that follows the resumption of activities may be cancelled as necessary for re-attribution, so as to restore balance to the distribution of slots according to current priorities.



Palazzo Fedrigotti  
corso Bettini, 31 - 38068 Rovereto, Trento (Italy)  
ph. +39 0464 808615, fax +39 0464 808690  
e-mail: [cimec@unitn.it](mailto:cimec@unitn.it)  
<http://www.cimec.unitn.it>