CBI Scheduling Policy for Prisma 3T   (Version 9.23.20)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
8:30			Off Peak Time			
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00			Prime Time			
12:30						
1:00						
1:30						
2:00						
2:30						
3:00						
3:30		JIT		JIT	JIT	
4:00						
4:30						
5:00						
5:30						
6:00			Off Peak Time			
6:30						
7:00						
7:30						
8:00						
8:30						

PRIME TIME	JUST-IN-TIME (JIT)	OFF-PEAK TIME
Mon & Wed, 10:00am - 5:00pm; Tue, Thur & Fri, 10:00am - 3:30pm	Tue, Thur, & Fri, 3:30 – 5:00pm	Mon - Fri, 8:30 - 10:00 am Mon - Fri, 5:00 - 8:00 pm Sat, 9:00 am – 6:00 pm
No limits on scheduling billable scans [1] (The two booking per week limit is temporarily suspended in response to the coronavirus pandemic)	No limits on scheduling billable scans for JIT approved study. [1] (The two booking per week limit is temporarily suspended)	No limits on scheduling billable scans.
Can only be used for billable scans. [1]	Can only be used for billable scans. [2]	Max of 2 hours of Dev Time per week per PI. [4,5]
	Requires preapproval to utilize. [3]	

1) *The limit of two bookings per week per study is temporarily suspended in response to the coronavirus pandemic. If not booked within one week of table time, Prime Time slots will be made available to any study. If JIT slots are not booked within 72 hours of table time, these will be made available to any billable study. The use of scan time under these conditions will not count toward weekly booking limits for billable studies.*
2) *Just-In-Time may also be used for Development Time, but only if scheduled on the same day as the scan.*
3) *Approval may be requested by emailing cbi@musc.edu. Your request must explain why your protocol needs Just-In-Time scheduling based upon the specific requirements of your protocol and not just a desire to use this mechanism for the sake of convenience.*
4) *PI must be approved by CBI. More information may be obtained by emailing cbi@musc.edu.*
5) *Two-hour weekly limit on Development Time also includes time scheduled under notes 1) and 2) above.*

GENERAL POLICIES

- Funded projects have priority over unfunded projects for scheduling.
- Scheduling Prime Time and Just-in-Time slots more than four weeks in advance requires prior administrative approval. Email *cbi@musc.edu* for more information.
- Scheduling for interview room use must be made through Calpendo.
- To set up a new study for use with Calpendo, please email *cbi@musc.edu*.
- You are not allowed to routinely run over your scheduled time. If your protocol cannot be completed within your scheduled time, additional time will have to be added. Scans running beyond their scheduled time are subject to termination at the discretion of the CBI staff.
- Scan time is billed as your calculated protocol scan time + ten minutes. These extra 10 minutes account for subject positioning, shimming and functional task instructions. For studies using BioPac, the billed scan time will be increased by an additional 5 minutes for set up. For studies performing spectroscopy, the billed scan time will be increased by an additional 10 minutes per region for voxel placement, fastest map and manual shimming. For studies using the eye tracker, the billed scan time will be increased an additional 10 minutes for set up.
- Adherence to the scheduling policy is the responsibility of all investigators using CBI resources. Any slots booked in violation of the scheduling policy are subject to immediate cancellation.