Policy for Research User

Mission
- To serve the research community
- To promote clinical and basic MRI research
- To stimulate MRI research collaboration

Research Usage Pricing

<table>
<thead>
<tr>
<th>Standard charge:</th>
<th>$3200/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special price for academic staff members of The University of Hong Kong:</td>
<td></td>
</tr>
<tr>
<td>Users from LKS Faculty of Medicine of HKU</td>
<td>$1600/hr</td>
</tr>
<tr>
<td>Users from other Faculties of HKU</td>
<td>$2400/hr</td>
</tr>
</tbody>
</table>

Note:
(i) The above charge includes machine time plus operator support only, and for scan time during regular working hours.
(ii) Charges are subject to annual adjustments based on cost changes.
(iii) Quantity discount may apply if usage by a user exceeds $300K/year.
(iv) Additional costs of HKD300 per case will be charged for research require contrast medium injection

Application Procedure

1. Complete the Research Services Request Form. It includes (1) name of Principal Investigator and contact information; (2) project description; (3) MRI specifics and extent of the expected usage; (4) funding sources; (5) status of ethics committee approval and (6) any relevant references if available.
2. Scientific Committee of the MRI Unit will convene meetings regularly to screen and approve the projects primarily based on feasibility, project sustainability and scientific merits.
3. Scientific Committee member(s) will meet the applicant to discuss the requirements of logistical support and technical support if necessary.
4. Applicants will be notified of the outcome and final logistical arrangement.

Booking and Billing Procedures

1. Prior to any approved human or animal study, (1) all ethics protocol and approval must be obtained and submitted to the MRI Unit for record; (2) users must provide a valid account number for monthly billing.
2. Book scanner time 1 week in advance. Bookings will be made on a first-come-first-serve basis. Late cancellation (less than 48 hrs) may incur charges for unused time. Efforts should be made to book and use the scanner consecutively to reduce the overhead down-time.
3. Only approved studies can be carried out on the scanner. Any modification of scanner hardware and software, or unconventional use of the scanner must be disclosed in detail and approved in advance.
4. Consumables available at the MRI unit, such as contrast agents will be charged separately based on cost. All other consumables should be obtained by the user.
5. Users will bear the responsibility to back up the data after scan.
6. Users will bear the responsibility to provide additional patient support to ensure safety whenever necessary.
7. Monthly invoices will be sent to the users for endorsement and fees will be collected through the Finance Office.
8. Repeated violation of usage procedures may lead to the suspension of access to the scanner.
Pricing and Terms for Research Users from Faculty of Engineering of HKU

Peak Hour $600/hr (Mon-Fri 9:00am – 6:00pm; Sat 9:00am – 1:00pm)
Off-peak Hour $300/hr

Charges are subject to annual adjustments based on cost changes.

Additional Conditions and Terms for the special pricing for HKU Faculty of Engineering:

1. Users provide their own scanner operator.
2. Charges are computed to recover the routine 3T or 1.5T scanner maintenance cost only.
3. Pre-scheduling is necessary. Prior booking for non-patient projects may be rescheduled in case of urgent and unexpected clinical need.
4. Engineering users are entitled to up to 25% of total scanner time (in terms of 24 hrs/day) with the discounted fees only.
5. Users will make efforts to avoid peak hour usage when clinical load is heavy.
6. No assistance from MRI personnel or consumables will be available; or additional charges will incur based on the actual costs.
7. All projects must be pre-approved. All projects are subject to the general user guidelines.
8. Scanner operator must be approved in advance, who must be properly trained and have adequate MRI knowledge.
9. No more than 3-4 scanner operators will be approved at one time to ensure scanner stability and quality clinical services. The operators will be approved and granted for different category of access based on (i) the required training and experience (as determined from Philips training or/and prior proven experience by Scientific Committee); (ii) actual project needs; and (iii) extent of scanner usage by the specific group.
10. Potential users or groups without approved scan operator should contact MRI Unit and request for possible scanner operating support.
11. No hardware changes are allowed unless explicitly approved. Scope of all scanner software changes must be disclosed in details and approved in advance.
12. Detailed log-in and log-out and quality control procedures must be followed by the user during each use, including the reporting of all problems.
13. Users must follow the contingency plan and procedures for scanner break-down outside office hours.
14. Repeated violations may lead to the suspension or permanent termination of the access to scanner. Users may be liable for the damages incurred by improper use of the scanner equipment.

Nov 8, 2016