

# Purdue MRI Facility Scanner Availability

The Purdue MRI Facility currently houses a GE Signa HDx 3.0 Tesla MRI scanner.

## Scanner Availability

The following days and times are available for reservation of the scanner:

Tuesday and Friday, 7 AM to 11 AM (see T&F Morning Restrictions section below)

Weeknights: 5 PM to 7 AM

Weekends: Friday, 5 PM to Monday, 7 AM

Also see Special Weekday Requests below for other possible M-F day time hours.

Reservations are created and maintained via <http://mri.ecn.purdue.edu/schedule> and only primary operators can add/modify/delete reservations. Primary operators are Purdue faculty, staff, and students who have been trained and certified to operate the MRI scanner.

A scanner reservation also entitles the user to first priority during the scheduled times for all the Facility rooms, computers, and equipment, but the reservation is specifically for claiming the MRI scanner, the console room, the nurse's station, the wet prep room and the waiting room. These are essentially the rooms that the Facility shares with InnerVision West, our clinical partner.

## Special Weekday Requests

1. You can also submit special requests to InnerVision West for scan time during the weekday (7 AM to 5 PM) other than the above Tuesday and Friday mornings.
2. But InnerVision West can deny your request for any reason and without explanation. Clinical scanning trumps research scanning.
3. All special requests need to be submitted to both InnerVision's Jennifer Bryant ([jgbryant@unityhc.com](mailto:jgbryant@unityhc.com)) and Purdue MRI Facility's Gregory Tamer ([gtamer@purdue.edu](mailto:gtamer@purdue.edu)).

## T&F Morning Restrictions

1. Request must be submitted at least one week prior to intended day of session.
2. If the session needs to be cancelled, InnerVision West needs to be notified no later than 48 hours before the start time of the session, or a cancellation cost may be incurred.

## Non-Billed Session Scheduling Restriction

Protocol development, training, educational, and other non-billed sessions cannot be reserved until the day before the desired day of the session. For example, if you would like to test your protocol on a Tuesday evening, then you cannot reserve the time until Monday morning, 12:01 AM. This gives an advantage and priority in scheduling to \*billed\* sessions. The Manager of Operations can grant exceptions to this restriction.

## Cancellation Policy

Cancellation policy of regular reservations – it is preferred that reservations be cancelled/modified no later than 24 hours prior to their start times, but we also are not currently still billing cancelled sessions even if they are cancelled the day of the session. Should the schedule become (mostly) full and creating reservations becomes increasingly difficult for all research groups, then we may start penalizing those that do not properly cancel sessions ahead of time.