

Center for MR Research – 3T

Policy 3: Research Time Billing

Research scanner time will be billed by the CMRR each month. Only those researchers with approved funded research accounts will be allowed to schedule research scanner time.

PROCEDURE

- A. Each Researcher will be assigned an internal research account for each study undertaken. This account is used in scheduling scanner time.
- B. The MR Research Technologist records the amount of time used on the daily report and in the MR record book for each study.
- C. The reports are turned in to the Research Manager for verification.
- D. The CMRR records the amount of time used by account.
- E. The CMRR generates a bill using the departmental accounting system on a monthly basis to each researcher.
- F. Each PI will receive an email with their monthly statement detailing the scan time that was used. The PI will have one week (5 working days) to review the charges. If there are no billing disputes, the account specified by the PI will be charged for the amount owed for that billing cycle.

Sponsor: Director
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