

# Research Imaging NSW: Fee and Cancellation Policy

## Fees

The fee of **\$725 / hour**<sup>1</sup> is applicable with the following conditions:

Price inclusions:

- Use of facility's core equipment<sup>2</sup>;
- Data transfer;
- Medical supervision, including Duty of Care reporting;
- Reasonable<sup>3</sup> amount of training by facility staff on set up and use of core equipment and data analysis;
- Training on safety aspects relating to the operation of core equipment (users are required to complete MR safety training prior to using the facility);
- Use of facility amenities for preparation and wind-down time (e.g. preparing the participant);
- Use of interview room (if available and booked prior);

Users are responsible for leaving the equipment in default settings and correct working order for the next user.

No charges apply to enquiries / initial consultation with facility staff on the feasibility of research projects.

Charges for pilot scans will be decided on case by case basis. Up to 2 hours of pilot scanning for a given project will not be charged. No charges will apply to set up of standard protocols. More extensive method development specific to a research project will be charged.

Use of contrast agents, nursing support, general anaesthesia and sedation will be charged at cost, quoted on a case by case basis for. Researchers are to approach the facility for quotes.

Fees will be reviewed annually. An annual price increase of 3% to cover cost of living increases is expected.

## Cancellation policy

Cancellations will be charged as follows:

- Greater than 5 working days (121 hours) notice – no charge
- Less than 5 working days (121 hours) notice – 25% charge
- Less than 2 working days (48 hours) notice – 100% charge

Cancellations due to the following will be fully charged:

- MRI safety contraindications where a participant has not been adequately pre-screened. It is the responsibility of researchers to adequately pre-screen participants prior to attendance. Final screening will be conducted by Facility/POWH staff who explicitly reserve the right to

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<sup>1</sup>Minimum unit of booking. Full fee will be charged even if scan time falls short of full hour.

<sup>2</sup>List to be compiled but will comprise the scanner itself plus peripheral equipment such as coils, fMRI kit, physiological monitoring equipment, etc.

<sup>3</sup>Defined as the amount of training expected to be required by a PhD or post doc with a basic understanding of the technique.

exclude anyone from participation based on safety concerns. Exceptional circumstances where an adequate pre-screen is documented but participants cannot be scanned due to safety contraindications on the day will be assessed on a case by case basis.

- Insufficient detail on participant's nominated medical practitioner. A nominated medical practitioner needs to be on file to enable the Facility's Duty of Care process. The nominated medical practitioner may be a clinician who is part of the research study.
- Late arrivals of participant or researcher. It is the responsibility of the researchers to confirm attendance with participants.

Cancellation charges will be waived, if the user is able to find another user to take over the booking.

For research projects with more than 25% of bookings cancelled or changed, a flat cancellation rate of 50% will apply.

Cancellation fees may be waived for projects with unwell or unstable participant cohorts. Researchers are to approach facility staff to discuss the circumstances of their projects.

Bookings running over time will be charged a \$200 fee. Bookings will not be permitted to run overtime if it would negatively impact a subsequent user's booking.

To avoid running over time, researchers are advised to:

- Expect things to take 25% longer than planned;
- Ensure participant arrives 15 min early for safety checks;
- Allow for sufficient preparation and wind-down time

Cancellations due to equipment or staffing downtime or urgent maintenance will not be charged.