WSU MRI Core Facility
Magnetic Resonance Research Facility

If you are reading this document, you must have already applied for scan time and must have received an approval to start your study at the MR Research Facility. If any of the below procedures have not been completed, please contact the MRRF.

Pavan Jella, email: dx4925@wayne.edu; Office: 313-745-1388.

- ◦ Submit the proposal (please visit www.mrc.wayne.edu)
- ◦ Review the proposal (please visit www.mrc.wayne.edu)
- ◦ Application Approval (please visit www.mrc.wayne.edu)
- ◦ MR Safety and Training (please visit www.mrc.wayne.edu)
- ◦ **Billing/Scheduling scan time**

Billing Using iLab:

Once you receive an approval from the MR Research Committee (MRRC), please provide us the index number associated with the grant/study that will be used for invoicing for the services provided by the MR Research Facility. If the index number is unavailable or available (but not active) you will still be able to schedule scans for your study. It is your financial administrator who has to notify when the index is active.

Invoices will be sent with in the first two weeks of every month. You will have 10 days to review the invoice. After 10 days, the billing event will be submitted to Wayne State and we will not be able to refund those funds.

Please send the following information to the email below:

1. PI Name
2. Index number associated with the PI for the grant.

Note: If the index number is associated with a different faculty/PI, please cc the PI in the email and the list the appropriate faculty/PI name when forwarding the information.

If you have any additional question please do not hesitate to give me a call or email.

Phone: 313-745-1388.
Email: dx4925@wayne.edu

Scheduling for 3T MRI Scan Time using iLab:

Thank you for using the MRI Core Research Facility. Our team is committed to and constantly striving to provide the best MR service experience for all the users.

Starting June 2014, the WSU MRI Core Research Facility will be using a new approach for schedule MR scan time. The scheduling scheme is adopted from the standardized system used all across the university, iLab, which allows a more efficient and user-friendly scheduling and billing (in the near future) procedures. This semi-automated process will allow quick access to the schedule in real time and easy booking of the core facility equipment.
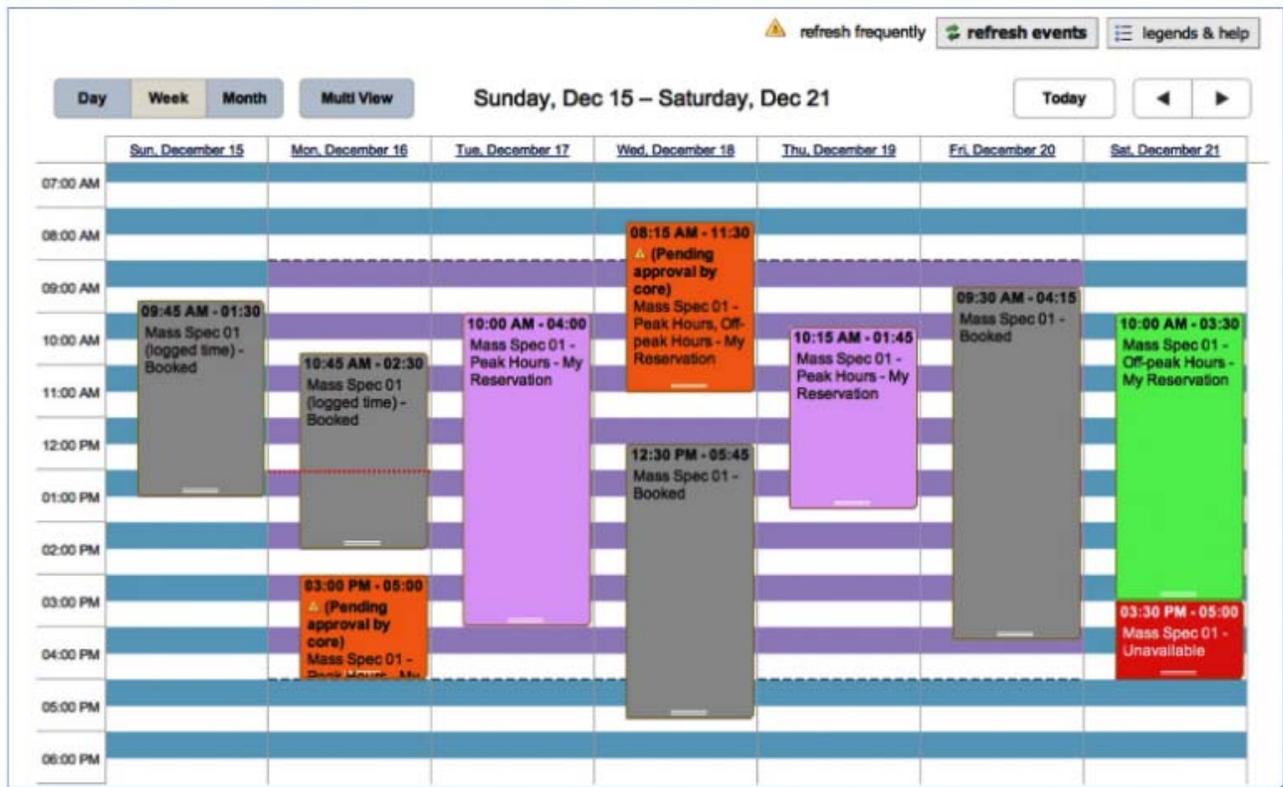

In this manual, we provide a step by step guide to all users, detailing all the requirements to use iLab for viewing and scheduling MR scan time. Contact information is provided at the end of the document for any questions or concerns.

We have been using the new system since June 2014, during this time we had wonderful feedback from different users and we would like to continue to hear your feedback and improvement suggestions to make the transition as smooth as possible.

Creating an account:

To access the system, please open the following link using an internet browser (eg.: Google Chrome, Mozilla Firefox, Microsoft Edge): https://waynestate.corefacilities.org/
The following window will appear on your screen:
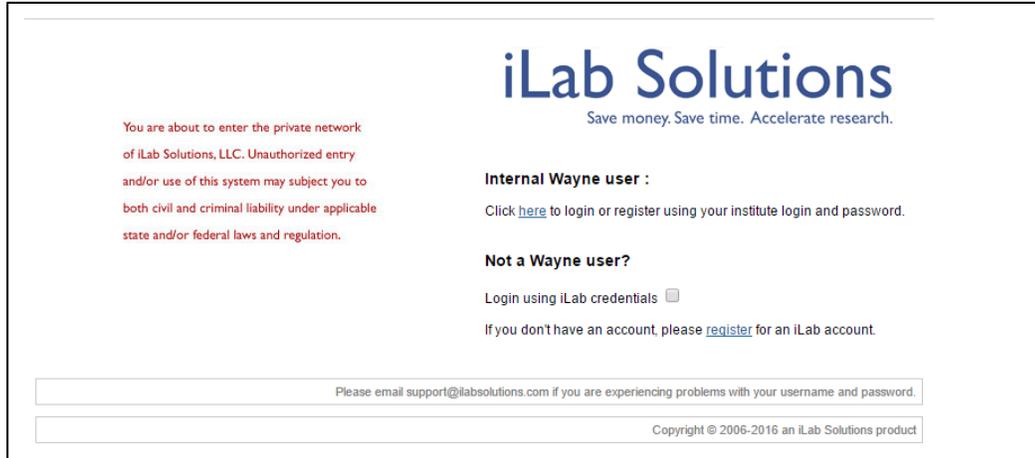
If you are a Wayne State University student or employee, please use your WSU credentials to register a new account. (If you don't have university credentials, please register a new account following the instructions under "Not a Wayne user")


Once you log in, iLab will ask you to verify your information. Please select your Lab/PI name from the drop-down menu and please fill out all the required fields. Also, make sure you enter your best contact information so we can reach you if we have any questions regarding your schedule.

iLab will automatically send an email to your PI to approve you as a lab member. The notification is sent to PI's iLab account and to his/her @wayne.edu email address. *Please note that you will not be able to access the scheduling calendar unless the PI approves you as a lab member.*
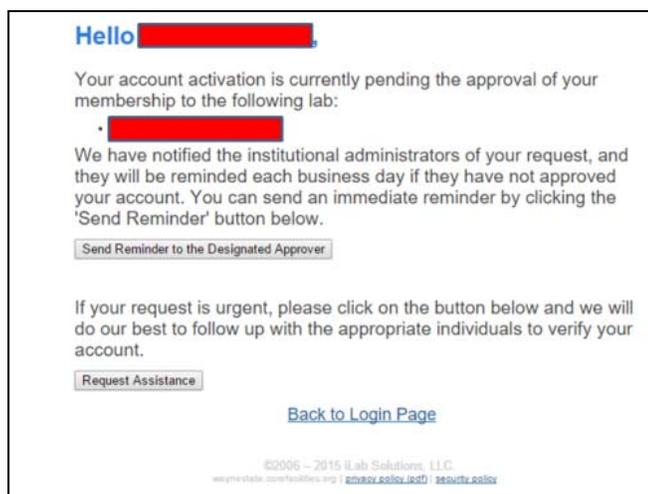
Once approved, you will receive an email notifying that you have been given access to iLab for scheduling.

Accessing your account:

Please click the following link to access your account: https://waynestate.corefacilities.org. Use the same login information that you used when you registered.

Once you log in, you will be directed to the page below.
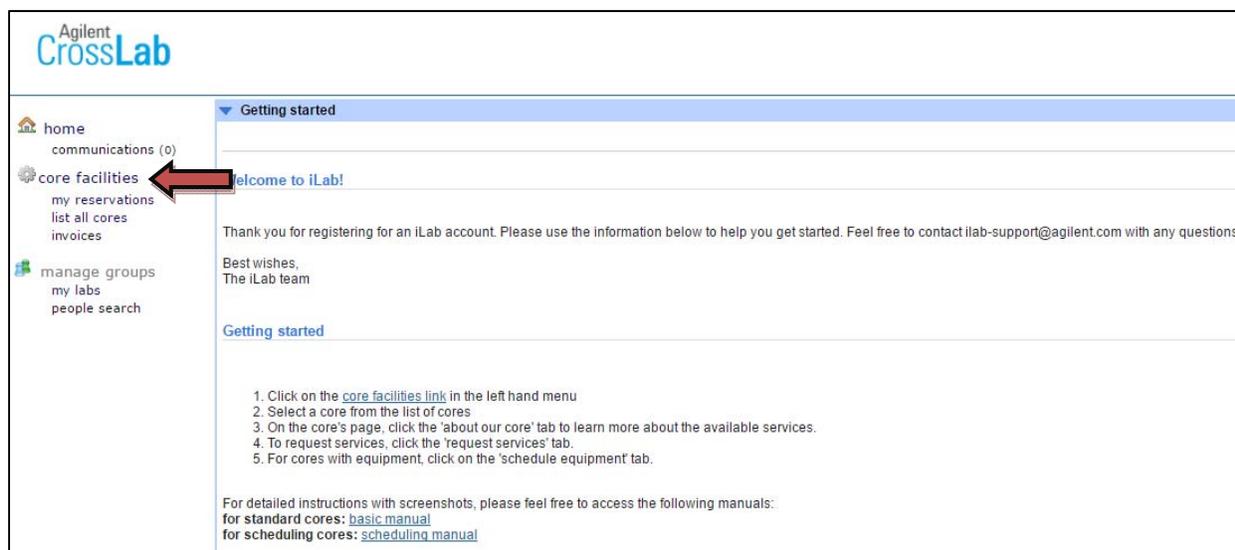
Click on the "core facilities" link in the left hand menu. (You will be able to see all the core facilities that are available at Wayne State University as shown below.)
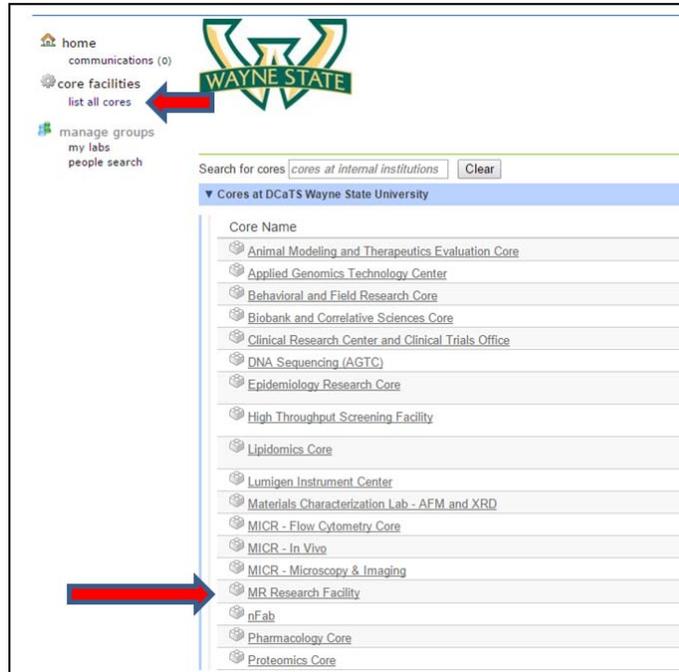
Click on MR Research Facility from the list of cores.

Under the tab "Equipment" select MAGNETOM VERIO 3T.to reserve a slot (see below)., . To be automatically directed to the calendar, you can click on "View Schedule on the right hand side (as shown in the image below).

Scheduling and Confirming Appointments:

- The iLab calendar works similar to the Google calendar.

- To schedule an appointment, select the week or day view first on the top right hand corner. Once you have selected your choice of view, click when you want the scanner to be reserved for your study. Reserve the scan time according to your study requirements. Once this is done an email will be sent to the PI, the person in charge for scheduling and the MRI core personnel who approves the appointment.
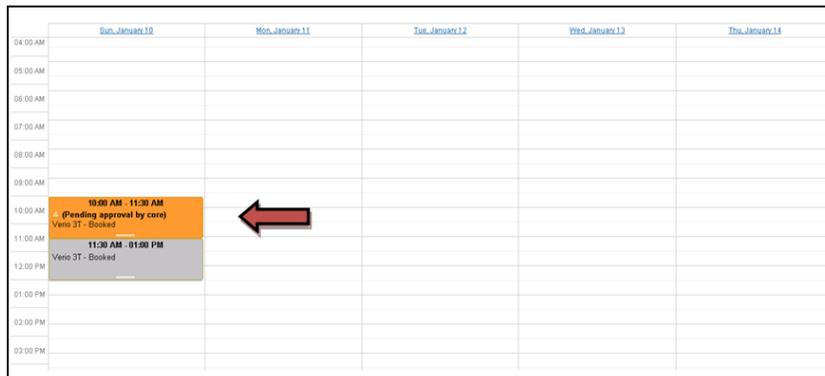
- In the window that will opens, please complete all the required fields (those shaded with green below).

  When selecting the time blocks, please consider adding between 15-30 min depending on your study requirements for subject preparation time, delays and screening process. This added time will not be billed. This will avoid overlapping and delays. If a study is unable to start the scan on time due to a previous overrun, this would be considered an exception. Overruns will be dealt with on a case-by-case basis.

- It is the study coordinator's responsibility to review the calendar and note the dates/times when their study is scheduled for the coming months.

- If you don't have a subject ID, please enter "PSID/HOLD", which stands for pending subject ID. This will indicate that the slot has been reserved but there is no confirmed subject yet.

- The reserved slot will be pending approval until you have a subject confirmed (orange color code as shown in the figure below). Schedules are checked by the MR personnel every week for updated.

- Changes to the appointment can only be made by the person who has created the slot and the MR core personnel. Changes to the scan time can only be done by the core and can be corrected by contacting the core (email: dx4925@wayne.edu)

- Once you have a subject confirmed, please update the appointment that you have reserved earlier by entering the subject ID ASAP. If you don't have the subject ID when the patient is confirmed, you can enter in the comment section that the slot has been confirmed and subject ID is still pending at this time. The MRI core will confirm and approve the appointment (changing the color code from orange to grey).

- Unconfirmed slots (orange code) allows other study members to look at the live schedule and request those slots that are available in future and can only be requested by emailing the MR core personnel only. The core personnel will contact the appropriate lab and see if that slot can be taken away. Up on confirmation from the other lab we will send you an email or call you on the status of the requested slot.

- Notes: Turnaround time for approvals will be ASAP during business hours.

- IMPORTANT: All slots should be confirmed <u>one week ahead of time</u>. Unconfirmed slots will be available until the last minute for your lab and for other labs to request. If another study has a subject and would like to reserve the slot that was allotted to you, but it was not confirmed (slots that are in Orange), the slot will be given to them and you will be notified through iLab for the current week only.

- Studies paid at full rate are considered priority (during regular business hours 9:30 am - 5:00 pm) and are scheduled on a first come first serve basis. Reserve slots only three months ahead of time so that you don't lose track of your slots. If you have a subject confirmed beyond three months you can schedule them and we will confirm it ASAP.

- All cancellations have to be done by sending an email to all the core personnel listed below. Cancellations will be updated on the calendar for others to use them.
  Note: Participant no-shows and ineligibility will not be charged and has to be updated to the MR core by an email with a valid reason.

- Cancellations will be charged if a notification was not sent to the core personnel prior to the scheduled scan. Please include a simple note explaining the reason for cancellation in your email.

- Research coordinators are responsible for pre-screening volunteers for MRI safety contraindications prior to the day of the scan. If the subject is found to be unsuitable for scanning on the day of the scan (medical implants, unremovable piercings, lathe work environment, etc.) we will declare that the subject is unsuitable for MRI and we will charge you.

- Subjects who are unsuitable for MRI or have answered "yes" to the questions listed on the MR safety form for implants/got shot/works in a metal lathe environment/ had difficulties while having prior MRI's has to be notified to the MR core before the subject is scheduled. We will get back to you if any additional information is required.

- All female subjects who are at child bearing aged (14 years old and older according to the Wayne State University IRB) have to take the pregnancy test before they get an MRI.

- No charge will be applied for cancellations resulting from malfunctions of the MRI system or other equipment. We will be happy to rescan the subject and help them to reschedule ASAP.

- Slots cannot be exchanged between two different study groups. If you would like to cancel your slot or request another slot not allotted to you, it has to be done by contacting the MR core personnel only.

- If you have two or more back to back cases, these scan times have to be reserved on the scanner separately.

- All slots reserved on the calendar are color coded. Please see the legend below.

- To view the online calendar please click the link provided below.
https://waynestate.corefacilities.org/equipment/show_schedule/261356/mr_research_facility

- Please contact the MRI core personnel for any additional information.

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  Yang Xuan (Phone: 313-966-2233; Email: y_xuan@wayne.edu)
  Pavan Jella (Phone: 313-745-1388, Email: dx4925@wayne.edu)