



Laboratory for Social and Neural Systems Research (SNS)

Guidelines for external users

Steps and General Information for Getting Resources and Scanning Time in SNS Lab

1 Read the SNS Betriebsreglement

Apart from this guideline, which describes the necessary steps that must be followed to conduct experiments in the SNS lab, the SNS Betriebsreglement (<http://www.sns.uzh.ch/guidelines.html>) specifies the rules that apply when using the SNS scanner. In particular it describes the general rules and procedures surrounding the allocation of scanning time and regulates important issues related to the usage of the scanner, such as insurance coverage, liabilities and data security.

With the application for scanner usage the project lead declares that he is aware of and agrees to this regulation.

2 Project approval presentation

Everyone who uses the scanner for a scientific study may only do so after having given a successful project approval presentation.

The short (10 min) presentation must include the following aspects :

- study background & goals
- design
- resources required (i.e. how many scanning hours in total, which additional equipment is needed),
- whether UZH slots (Friday) are being applied for
- whether the study uses deception of subjects or not,
- confirmation that ethics permission exists for both the study design and any external devices that will be used in the MR scanner

The presentation is followed by a short discussion and question round. If the project is approved, you need to have your resource form signed. The resource form and a PowerPoint template for the presentation can be downloaded here: <http://www.sns.uzh.ch/guidelines.html>. The resource form states the resources required, the ethics number for the project, and whether or not deception is used. ("Deception" refers to experiments where the participants do not have full information about the



study, e.g. if subjects are made to believe that they interact with a human being but are actually interacting with a computer.)

Note:

- **A maximum of 60 hours scanning time can be approved after presentation. More hours need internal discussion and evaluation in comparison to the needs of other projects.**
- **Each scanning slot should be planned in multiples of 30 min units (i.e., 30 min, 1h, 1h 30 min etc.).**
- **Any external device that will be used inside the MR scanner must be approved by the SNS physics team PRIOR to the project approval presentation.**
- **The SNS Lab does not provide facilities to external users for longitudinal MRI studies over longer periods nor for studies that are part of multi-center trials.**
- **The SNS Lab will not permanently change the setup of its MRI suite for single studies by external users.**

3 Scanner Bookings and Costs

Once you have project approval, scanning time can be booked by sending a scanned copy of the signed resource form to expecon@iew.uzh.ch.

Note that, for reasons of transparency and documentation, this is the only way scan bookings can be made.

Bookings are generally made on a first-come, first-served basis.

UZH members can use the MRI scanner on Fridays (8-17h) free of charge. During those hours, technical support is provided to operate the scanner, but not to solve problems with stimulus presentation or peripheral equipment. External researchers are required to bring along their own laptop for running stimulus presentation programs and to ensure that this works with the SNS setup prior the beginning of the study. SNS engineers can provide initial technical advice but will not be available over the course of the study.

For all other times than Friday 8-17h, access charges must be paid according to the rates stated in the Betriebsreglement, i.e. CHF 240.-/scanning hour for UZH members, CHF 350.-/scanning hour for external users.

Only the hours which are actually scanned will be charged. If, however, a booked scan hour is not canceled or only canceled on very short notice (less than 24 hours in advance), the scan hour will be charged.

4 Data storage

In general every project lead is responsible for storing his/her original data for the legally required period of 10 years. Project leads have to burn their data on a CD/DVD on the working computer in the SNS Lab. Note that the data will be deleted after a month, so the data should be copied to a CD immediately after running a session.



5 Insurance Coverage

External experimenters must have their own insurance. Please refer to the Betriebsreglement for details regarding the liabilities of scan usage.

6 Medical Coverage

The USZ anesthesia team is available in case of emergency on a 24 hour a day basis under the number 144. This emergency number is valid for the entire USZ and listed on every USZ telephone.

I confirm that I have read and will abide by these guidelines.

(NB: For booking of scanner time, this signed document is to be submitted together with the signed resource form.)

Full name:

Signature:
