

There are 4 calendars (listed below) two of which are needed to book time on the scanner. The other two are for interview rooms which may be used for participant screening and/or testing.

- CINL Prisma Request
- CINL Prisma Confirmed
- CINL Highlands Interview Room 1
- CINL Highlands Interview Room 2

To gain access to the following 4 google calendars, please send a request to Damon Carter at damoncarter@uabmc.edu or cinl@uab.edu . You will need to provide your email address. It is easiest to use a Gmail address (which will integrate into their already existing Google calendar).

Keep in mind that this is a Google calendar, **so no PHI** should ever be entered. When requesting a scan on the CINL Prisma Request calendar, include the Study ID / P-number, along with PI name, for example:

P18XXX Short Study Name, (PI last name).

There is up to a 30 minute window that we allow for setup and teardown (enough time to get the participant set up and then out of the scanner afterwards). This 30-minute setup time should be scheduled separately from the actual scan time. If scan setup exceeds 30 minutes, then this is considered extra time and will be billed.

Scan time is billed a minimum of 1 hour, and then in 15 minute intervals for time outside the scheduled window. We also ask Users to be mindful of the time requested on the scanner such that if the session is only 1.5 hours including setup time, that they do not request longer amounts of time.

If you need someone to run the scan for your study, you can request a tech to do so. On the calendar request, include "Need Tech". Our team is able to assist with research scans scheduled between 11:30 AM-6:30 PM on weekdays. Also, at least one MRI Safety trained member* of your team will have to be present and assist the tech concerning your study's scanning protocol. This is helpful if there are any particular nuances regarding how you like your scans to be acquired.

*The MRI Safety trained representative from the lab must be physically present and available during the scan. NOTE: If you need CINL support staff to scan and fail to include that in the request, staff may not be unavailable to scan for you when the scan time approaches and your group will have to reschedule.

Step 1: Picking a Time -Click on a free area of the calendar. -Note: Google calendar defaults to the Gmail owner's personal calendar as well as to an hour long time block

The dropdown menu will list all the calendars shared with you -Make sure to select the specific CINL calendar you would like to schedule: either a scan request (CINL Prisma Request calendar) or an interview room.

Step 2: Scheduling Setup Time - Typically, researchers need some time to set up equipment and prep the table for their participant before they begin scanning.

Additionally, some participants may need extra time to enter and exit the scan room or maybe extra time is needed to disassemble equipment post scan.

The time slot can be adjusted by selecting the option with the date and time frame. -Always include the P Number associated with your study, a short study name, and the PI's last name.

Step 3: Scheduling Scan Time - After scheduling a request for a setup time, select the free space below the setup time on the calendar. Adjust the time frame as needed for the length of the scan.

Make sure to include the study's P Number, a short name for the study, The PI's last name, and "tech needed" if you need CINL support staff to scan.

If everything is filled out correctly and there is a certified person (Level 2 certified lab member or CINL support personnel) locked in to scan for that time, requests will be confirmed

How to Request a Cancellation:

Once a time slot on the request calendar is confirmed, users cannot make edits to either remove the confirmed time or move the confirmed time to a different time slot.

You cancel a confirmed time by creating a request that encompasses the confirmed time (or times in the example to the right) you would like removed from the calendar. Cancellation requests should include the word "cancel" at the beginning of the subject line, the P number, and the PI's last name. You can also include the short study name.

Any calendar cancellations or time adjustments must also be followed by an email to the CINL ListServ noting the now available times. If both cancellation criteria are not met by the time of the scan, the scheduled time could be charged in full.

Interview Rooms & Concluding Remarks:

The Interview Room calendars can be booked just like the Prisma Request calendar. Note that a time slot for Interview Rooms can overlap with the other calendars (other Interview Room, Prisma Confirmed times, or Prisma Request times). However, time slots for a single interview room cannot overlap with itself. Both interview rooms have a computer with WiFi access. Interview Room 2 currently has a recliner in addition to regular seating. Please do not move chairs or other furniture from the facility into the interview rooms.

If you have any questions regarding the calendars or CINL, please contact Damon Carter at damoncarter@uabmc.edu or call 205-930-7249 (office) or 205-413-7191 (cell, weekdays from 10am to 7pm only).