



Subject: Mock MRI scheduling

Category: Scheduling	Original Date: 11/12/2008
Approval: Dr. Kirk Schulz	Revision Date:
Responsible Party: Director	Distribution: All

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Purpose:

The purpose of this policy is to provide guidelines for scheduling the Mock MRI resources.

Scope:

This policy applies to all researchers, employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing INST's resources.

Policy:

1. Anyone can schedule time on the mock MRI at any time.
2. The mock MRI can be scheduled for personnel training or other kinds of use not involving human subjects. It can also be scheduled for human subjects research. When scheduling this resource, the researcher is required to indicate whether it is for training or research. The reason for this distinction is so that development/training time that might be more flexible can be distinguished from research time involving human subjects.

Enforcement:

Anyone found to have violated this policy may be subject to disciplinary action to be determined by the director.

Revision History: