



Booking Scanner Time at the McCausland Center for Brain Imaging

Contact Information

Dr. Michael Schillaci
Managing Director
mjs@sc.edu
434-8030
(Cell 803-240-7913)

1. Overview

- a. To gain access to the McCausland Center facilities you must first complete the mandatory safety training. To set up a training session please contact the Safety Director for more information.
- b. You must have current Palmetto Health credentials – a flying license – to scan or employ someone who does. To set up a time for a safety test please contact the Safety Director for more information.
- c. All scanner bookings are for a minimum of one hour and may be made online at: <http://www.mccauslandcenter.sc.edu/calendar/index.php>
- d. You must provide a valid “5-4” account code (see below) for all time booked. The minimum booking time is for one hour; you can only book the scanner for times that are open.
- e. You may not edit or delete a booking once it has been made without first contacting a member of the McCausland Center staff.
- f. All bookings of the McCausland Center facilities will be charged an equivalent hourly rate fee as stated online at: http://www.mccauslandcenter.sc.edu/scheduling_costs.html

2. Valid “5-4” Account Codes

All USC departments are identified by a 5-digit cost –center code. Your 5-4 account number is your department’s cost-center code and a 4-character grant or fund code.

- a. All bookings at the McCausland Center must use a valid grant or fund number.
 - i. If your grant has been assigned the cost center code “KA99” and you are from the PSYC department, then 13580-KA99 is your 5-4 account code.
 - ii. If you are from outside the USC system, then contact the Managing Director for more information.
 - iii. If you do not know your department number, then visit the USC Account Code Look-Up Page: <http://busfinance.admin.sc.edu/accountLookup.asp>

3. Booking Accounts and Booking Priority

- a. In all cases a five-digit department code, four-digit fund number, and project title are used to identify a booking. For example, a researcher from the internal medicine department may use 18190-FA05 when booking scanner time for a grant funded project.
- b. If you have been awarded McCausland Center “M-Funds” then you will be assigned a fund code (provided by us) and a title (provided by you) to help track your usage of the McCausland Center facilities. To learn how to obtain McCausland Center M-Account funds please view the “Scanner and Funding Request Form” and “Funding Guidelines” forms on the McCausland Center website at: <http://www.mccauslandcenter.sc.edu/resources.html>
- c. When a booking is made it is assigned to one of the following categories:
 - i. Administrative - Appears in **RED**
 - ii. Guest/Tours - Appears in **YELLOW**
 - iii. Scanning – Appears in **GREEN**
 - iv. Training – Appears in **BLUE**
 - v. Reserved – Appears in **GRAY**

If scheduling conflicts arise (see below) the category of the booking will be used to decide the booking priority. The priority of bookings is such that Reserved and Administrative times have highest priority. In cases where a Scanning booking is in conflict with a Training session, the Scanning session will have a higher priority. In all cases a Guest/Tour booking will have the lowest priority.

4. Scanning Costs

All bookings of the McCausland Center facilities, including those made with M-Account funds will be charged an equivalent hourly rate fee.

- a. Hourly rate fees vary from between \$50 and \$500 per hour depending on the time and day of the booking; external users may be charged a higher hourly rate consistent with university cost center guidelines.
- b. The current hourly rate fee schedule is available online at:
http://www.mccauslandcenter.sc.edu/scheduling_costs.html

5. Editing and Cancellation Policy

- a. At any one time you may have a maximum of 10 hours booked.
- b. You may edit any booking up to 48 hours before the date of the booking.
- c. To cancel any booking you must contact the Managing Director by email at least 48 hours in advance.
- d. To cancel a safety training session you must contact the Managing Director by email at least 48 hours in advance.
- e. In the event of a “no show” that is not used for other purposes, please contact the Managing Director by phone or email.
- f. Abuse of these guidelines may result in the suspension of facility privileges.