

Access to services of CF MAFIL in 2017

1) Necessary access technicalities

All measurements in CF MAFIL are based on entities called research projects (or studies). The research project is referred as a set of measurements with the same experimental protocol, related to the hypothesis of the research project. The project is associated with one responsible researcher (owner/project applicant) and it is typically measured within defined time-period. Please note, that specific funding entity (e.g., grant project) may contain more than one research project.

Out of the framework described above, few testing measurements can be done to verify technical feasibility of proposed hypotheses, please see the details below.

Project-based measurements:

- subsequent formalities have to be completed prior to the first measurement:
 - o discussion of technical possibilities and time-schedule options of the project with CF staff
 - o filling in *CF Access Form* (for each individual research project)
 - o provide final electronic version of *informed consent* and *ethics committee approval* (*researcher should contact the committee respective to his institution, e.g. EKV for CEITEC MU*)
 - o final specification of measurement protocol in the form of “cook book”, that should contain detailed description of measurement protocol, settings of sequences, list of used devices and their parameters, etc. This is particularly important for assuring high quality data.
- signed informed consent (the copy is sufficient) from each subject prior to the measurement is required (CF MAFIL has to archive it along with signed CF Safety Form)
- booking of measurement time-slots have to be done via *CEITEC planning board* (<http://booking.ceitec.cz>)! Each reservation in the planning board have to be dedicated to the appropriate project and approved by respective laboratory staff (i.e. MR or EEG) prior to the measurement itself!
- measured data will be provided only to researchers specified in *CF Access Form*, all data will be anonymized using *Visit ID* code
- personal data will be provided only to the research project owner or his/her designee

Testing measurements:

- discussion of hypothesis with CF MAFIL staff prior to the first measurement
- measurement for free
- only few measurements are done (typically few subjects or phantom measurements) to verify technical feasibility of proposed hypotheses
- booking is done by CF MAFIL staff
- measurement is done entirely by CF MAFIL staff or in cooperation with researcher

2) Access modes

There are several access modes available in 2017. The differences are based on user classification (i.e. internal/external) and source of funding to cover expenses related to the required services. See table and description below.

	Internal user	External (academic) user	External commercial user
Direct access to services	✓	✓	✓
CzBI open access	✓	✓	
CzBI grant scheme		✓	
Collaboration	✓	✓	(✓)

* Access is limited by budget allocation – only 1 or 2 small (pilot) projects can be accepted

Specifics of access modes:

Direct access:

- most preferred mode for grant funding
- instant access to services (no reviews, no special acknowledgement required)
- services are charged according to the official price list (full price)
- possibility to use pre-reserved time-slots in *CF planning board*
- small amount of free measurements (≈5%) for unexpected issues (e.g. failed measurements)

CzBI open access: (<http://www.czech-bioimaging.cz/>)

- convenient access to services for internal users
- for external users it is necessary to submit application through CzBI website (<https://www.czech-bioimaging.cz/application-forms>)
- access is limited by available capacity of laboratory
- researcher covers just a minimal costs demonstrably incurred during the measurements, most of the cost is covered by a grant of research infrastructure
- large projects (50+ measurement hours) have to be reviewed by external reviewer

CzBI grant scheme:

- only for external users
- measurement for free
- special calls will be opened (once or twice a year)
- it is necessary to submit application through CzBI website (<https://www.czech-bioimaging.cz/czech-bioimaging-call-for-research-projects>) to open calls
- external evaluation required

Collaboration:

- limited breadth of topics to projects with added value for CF MAFIL (e.g. dealing with methodological/technical issues, implementation of new methods)
- projects are carried out in cooperation with CF MAFIL
- costs are split between CF MAFIL and researcher according to individual discussion

3) General recommendations and hints

- we strongly recommend to discuss grant application with CF management prior to submission (CF MAFIL is not responsible for underestimated budget!)
- identification of single measurement is based on *Visit ID* code (same as *Accession Number*).
- booking of measurement time-slots have to be done via *CEITEC planning board* (<http://booking.ceitec.cz>)! Each reservation in the planning board have to be dedicated to the appropriate project and approved by respective laboratory staff (i.e. MR or EEG) prior to the measurement itself!
- discuss the practical aspects of various benefits for measured subject with MAFIL management, please! (e.g. providing CD with measured data)
- we strongly recommend to use MAFIL template for *informed consent* and/or to discuss the consent with MAFIL staff to avoid confusing or false statements about safety, data protection etc.