

## Procedure FCBG

# MRI Platform Use Policy and Agreement for research use

F2adm\_260430\_MRI\_Use\_Policy\_And\_Agreement\_CampusNeuro\_RMA



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# 1 Preface

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## 1.1 Version control

Version	Status	Effective date	Author	Reason for revision / issuance
V01			Roberto Martuzzi	Creation of the platform
V02			Roberto Martuzzi	Change in the PAC members (arrival of Pr. Dimitrios Karampinos)
V03			Roberto Martuzzi	Refont to <b>neuro</b> @campusbiotech format and inclusion of the supported hours

## 1.2 Related documents

Reference	Description
<i>Procedure_to_request_supported_MRI_hours</i>	<i>Procedure to request supported MRI hours</i>

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## 3 MRI Platform Use Policy & Agreement for research use

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### 3.1 Mission

The **neuro @campusbiotech** MRI platform is a research platform dedicated to high-risk and high-yield MRI studies with strong technological, methodological, and/or analytical components.

### 3.2 Management

The **neuro @campusbiotech** MRI Platform is managed by the Fondation Campus Biotech Geneva (FCBG) Platform Head and staff, under the guidance of the Platform Advisory Committee (PAC), which includes faculties of the EPFL, University of Geneva, and of the Geneva University Hospital (HUG). PAC members are appointed by the FCBG Academic Council. The staff members, as well as the faculty advisor, are listed in Appendix 4.1.

### 3.3 Study Eligibility

The platform will support research projects in accordance with its mission as defined above. Living animal studies are not permitted at the MRI Platform.

All human studies must have valid Ethics Committee Approval. It is the responsibility of the Principal Investigator (PI) to ensure that this approval is in place and that all aspects of the study are conducted consistently with it.

In cases of limited resources, the PAC will assign access rules for ongoing studies, giving priority to projects proposed by principal investigators (PIs) affiliated with any of the FCBG funding institutions (i.e., UNIGE, EPFL, and HUG).

### 3.4 Getting approval to conduct a study

The objective of this application procedure is to provide cutting-edge, safe, and efficient experimental conditions for all the research conducted at the platform.

To conduct research on the MRI Platform, the research team must:

- Submit the project application via the online Application Form (<https://campus-neuro.ch/mri>) and return the pdf signed by the PI.
- Provide any additional information required by the PAC or the Platform Head (e.g., discussion at the R&D meeting; proof of Insurance). This also applies to ongoing projects.
- Present the study at the Project Presentation Seminar.
- Participate in any required training, such as MRI safety.

To support strategic projects dedicated to developing new technologies that cannot benefit from public funding at this stage, the FCBG allows free use of the scanner for a limited period. The procedure to request supported MRI hours is described in a separate document (see document entitled "*Procedure\_to\_request\_supported\_MRI\_hours*").

### 3.5 Training

Access to the scanner room can be granted only after having passed the safety training. FCBG reserves the right to refuse or revoke access to the MRI platform at any time.

### 3.6 Responsibilities

The PI's employer bears general responsibility for the study.

The PI is responsible for ensuring that the study is conducted in accordance with the ethical committee's decisions and approvals.

All the sequences that have been purchased with the scanner (product sequences) can be freely used. If a study requires the use of non-product sequences (i.e., C2P or WIP sequences), the PI is responsible for obtaining legal permission from the developers to use those sequences for the purposes of the project.

The investigators are responsible for:

- their study's participants' safety and supervision within the platform.
- the availability of any materials required by the study but not provided by the platform.
- Session punctuality (timely arrival, setup, cleanup, and data storage). Unforeseen events may occur (e.g., equipment failure, volunteer delays). While flexibility is expected from all parties, overtime exceeding 15 minutes is not permitted.

- any damage resulting from the use of customer software or hardware (e.g., sequences or coils).
- the correct use of elevated privileges (e.g., admin password) granted on platform computers (including the MRI Consoles).

The Operator is responsible for ensuring MRI safety during sessions, including the participant's safety.

### 3.7 Equipment

It is the responsibility of the investigators to ensure the on-time arrival of research subjects, their suitability for study, and the availability of any non-standard materials (hardware, coils, software, pulse sequences, ancillary equipment) required for the study.

Please use the equipment carefully and follow the training instructions. If you encounter any issues or find the equipment in an unexpected state, please notify the platform staff via email promptly ([mri@fcbg.ch](mailto:mri@fcbg.ch)). You will not be held accountable for equipment failures.

Research involving hardware modifications or installation of non-standard equipment requires the prior approval of the Head of the MRI Platform.

### 3.8 Platform safety

#### 3.8.1 Guidelines

The investigators running the experiment on the MRI Platform must follow the safety procedures and recommendations they learned during their safety training. If any doubt persists, the investigator should seek guidance from the MRI staff or other trained operators.

Two trained people (one Operator plus at least one Assistant or Operator in Training) must always be present during scanning. During technologist-supported hours, the MRI technologist may be the second person. During off-hours, each group must have two investigators in the scanner bay.

#### 3.8.2 Incidental findings

Incidental findings are a rare but known risk for imaging studies in healthy subjects. Swissethics guidelines can be found here: [https://swissethics.ch/assets/pos\\_papiere\\_leitfaden/richtlinie\\_zufallsbefunden\\_f.pdf](https://swissethics.ch/assets/pos_papiere_leitfaden/richtlinie_zufallsbefunden_f.pdf)

The PIs are asked to obtain the agreement of a physician trained in medical imaging to serve as the referring medical imaging specialist for their study in the event of suspected incidental findings.

In the event of suspected incidental findings, the MRI staff will send the images to the Radiology Department of the HUG, along with the name of the referring medical imaging specialist. The Radiologist will communicate the results of the evaluation as well as the recommendations to the medical referent of the study, who in turn will communicate them to the study subject (if needed).

The researcher should never discuss the potential abnormality with the study subject before consulting a medical specialist and having a medical professional explain the situation to the study subject. The researcher may or may not decide to terminate the study. In either case, care should be taken to avoid alerting the study subject.

### 3.9 User Fees

The fees for the use of the MRI platform for academic partners are detailed in <https://campus-neuro.ch/guide-projet-irm/>. The use of the MRI is charged based on reserved time (in 15-minute increments).

Non-partner academic centers, start-ups, and industrial partners shall ask for a quote via email to the Head of the MRI Platform ([mri@fcbg.ch](mailto:mri@fcbg.ch)).

In the event of changes to the fees, the PAC will, on a case-by-case basis, discuss whether to propose to the FCBG a direction granting an exception (e.g., continuity of the previous fees) to the ongoing studies.

**Pilot hours:** to pilot new experiments, researchers have up to 4 participants (healthy adults) free of charge. Filling the protocol application form is nonetheless required for pilot studies. Additional hours may be granted by the PAC upon a written, justified request from the PI.

### 3.9.1 Cancellations

Reservations can be canceled without a fee up to 24 hours before the start of the allotted time slot by deleting them in the booking system. After this deadline, the reserved time will be charged at 50% unless it is not used by another study.

### 3.9.2 Billing

Invoices are sent to researchers every three months at the beginning of March, June, September, and December. Charges are based on the number of hours reserved on the calendar system of the MRI scanner. In case of pending payment for prior invoices, the FCBG may revoke access to the MRI platform.

### 3.9.3 Operator training

Operator credentials are specific to the 3T and the 7T scanner. Users certified for one of the FCBG scanners must be trained and pass the accreditation exam to scan independently on the other scanner. No fees apply to this second certification.

## 3.10 Booking system

The platform equipment can be booked via the [Campus Biotech Calpendo system](#).

Researchers can book the equipment only after the study has been approved by the PAC and they have attended the MRI security training. The platform resources can only be used for the designated project code. Please book the resource before using the scanner and remember to allocate sufficient time for equipment cleanup within your slot.

## 3.11 Data management

### 3.11.1 Data collection

Subject's identity must be coded. It is the responsibility of the researchers to keep the link between the code and the participant's identity. The subject's name must never be stored with the data or metadata.

### 3.11.2 Data collection and documentation

**Personal data** are acquired only for safety purposes through the MRI safety screening forms, which are stored within the MRI Platform for 10 years; at the end of this period, the forms will be destroyed. These data include relevant medical history (see the MRI safety screening form), height, weight, sex, and the participants' date of birth.

**MRI data** include in their header information on the participant's height, weight, sex, and date of birth. The subject's identity is anonymized by a subject code. MRI data are stored on the FCBG PACS server for 10 years, after which the data will be deleted. The MRI images are downloaded from the PACS server to a directory on the FCBG storage system, and it is the researcher's responsibility to copy the images from the FCBG storage system to their data system.

**Other data** may be acquired in parallel to the imaging data (e.g., log of the stimulation, responses of the participants, eye-tracking and physiological data). Researchers are responsible for data anonymization, collection, and management.

Important: The FCBG storage system is only for **temporary** data transfer to/from the MRI platform. Data should not be stored *ad vitam eternam* on this server. A specific size will be allowed for the PI folder at the beginning of the collaboration. Investigators are responsible for backing up their data in their own institution's servers and cleaning the folder. The FCBG is not responsible for data loss that was not backed up by the study investigator.

### 3.11.3 Copyright and Intellectual Property Rights

The data and the results of the research are the property of the PI. The FCBG does not claim any property rights on the data or the results.

### 3.11.4 Policies for data sharing and reuse

From the FCBG perspective, the PI is the owner of the data and can therefore share or reuse it. If a late download of the data is necessary for sharing purposes, the FCBG will remit the data only to the PI staff upon the PI's written request.

### 3.12 Authorship and Acknowledgments

The FCBG adheres to the basic rules of Scientific Integrity regarding authorship of scholarly work, in accordance with the Swiss Academy of Science regulations available at <https://www.samw.ch/en/Projects/Overview-of-projects/Scientific-integrity.html>

In order to be considered as an author, a researcher must fulfill the following criteria:

having made an essential contribution to the planning, carrying out, evaluation, and verification of the research work;

- having participated in the writing of the manuscript;
- and having approved the final version of the manuscript.

Other people who have contributed to the study, but only partially fulfill the above criteria, must be acknowledged ("Acknowledgments"), but are not designated as authors.

#### Acknowledgements

If the results are presented in articles, publications, projects, or presentations, the following text must be added in the 'Acknowledgments' section of the publication:

#### 3.12.1 For studies that used the 3T scanner

*This study was supported by the MRI Platform, **neuro @campusbiotech**, Geneva, Switzerland, co-founded and supported by Ecole Polytechnique Fédérale de Lausanne (EPFL), University of Geneva (UNIGE), and Geneva University Hospitals (HUG).*

#### 3.12.2 For studies that used the 7T scanner

We acknowledge the **neuro @campusbiotech** MRI Platform and the CIBM Center for Biomedical Imaging for their expertise and resources in conducting this study.

## 4 Appendix

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### 4.1 Management and Staff

#### 4.1.1 Platform Advisory Committee

- Prof. Frédéric Grouiller (president)
- Prof. Olaf Blanke
- Prof. Valentina Borghesani
- Prof. Dimitrios Karampinos
- Prof. Andreas Kleinschmidt
- Prof. Karl-Olof Lovblad
- Dr. Roberto Martuzzi
- Dr. Olivier Reynaud
- Prof. Jean-Paul Vallée
- Prof. Dimitri Van De Ville
- Prof. Patrik Vuilleumier

#### 4.1.2 MRI platform staff

MRI Platform Head:

- Dr. Roberto Martuzzi

MRI Staff:

- Ms. Anne-Cerise Bernard
- Ms. Loan Mattera
- Ms. Nathalie Philippe

### 4.2 MRI use fares

The fees for the use of the MRI platform by academic partners are detailed at <https://campus-neuro.ch/guide-projet-irm/>. The use of the MRI is charged based on reserved time (in 15-minute increments). International academic centers, start-ups, and industrial partners shall ask for a quote via email to the Head of the MRI Platform ([mri@fcbg.ch](mailto:mri@fcbg.ch)).

**Pilot hours:** to pilot new experiments, researchers have up to 4 participants (healthy adults) free of charge. Filling out the protocol application form is nonetheless required for pilot studies. Additional hours may be granted by the Steering Committee upon a written, justified request from the PI.

**Late cancellations** will be charged at 50% unless the reserved time is not used by another study.

#### 4.2.1 Use and training fares

The **MRI Security training** is free of charge.

**Operator training:** users who want to become operators must complete specific training.

The costs of the **MRI operator training** are (before taxes):

- **CHF 1500** Regular fare
- **CHF 500** Discount fare for Ph.D. Students
- **CHF 500** Short training (for people who are operators in other centers)

Costs will be credited after completion of the training, and a certificate will be issued by the MRI Safety Officer.

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