

## **Two Tier System for BIC Scan Time Scheduling**

**Tier 1.** Beginning on the 1st of each month (e.g., Aug. 1st), users with approved projects will be able to schedule scan time for the immediately following month (e.g., Sept.). Any single project will be allowed to book up to 10 hours at this time. Tier 1 provides a mechanism for equitable distribution of scan time so that, even during very periods, all projects will have equal odds of obtaining 10 hours per month (120hrs annually). This can theoretically accommodate 16 projects at 10 hours apiece per month, assuming use of 9 – 5hrs on weekdays.

**Tier 2.** On the 15th of the current month (e.g., Aug. 15th), any remaining open slots for the next month (e.g., Sept.) can be booked with no limitations. Tier 2 provides a mechanism for more active studies to potentially exceed the 10 hours per month guaranteed during Tier 1.

Researchers can view our magnet calendar online at <https://bic-missouri.calpendo.com/> to locate available scan time. If you do not have a Calpendo calendar login, please contact Dr. Huiling Peng: [pengh@missouri.edu](mailto:pengh@missouri.edu) or 884-8779.

**Special Circumstances.** Of course, good sense prevails. Projects that cannot be accomplished efficiently without some additional scheduling considerations may be approved at the discretion of the Director and/or BIC Committee. Such situations could include longitudinal studies, or work with special populations that may require planning scan time further in advance. Requests for such special consideration should be emailed to [mubic@missouri.edu](mailto:mubic@missouri.edu) well in advance.