

Two Tier System for BIC Scan Time Scheduling

TIER 1: Beginning on the 1st of each month (e.g., August 1st), users with approved projects will be able to schedule scan time for the immediately following month (e.g., September). 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 busy periods, all projects will have equal odds of obtaining 10 hours per month (120 hours annually). This can theoretically accommodate 16 projects at 10 hours a piece per month, assuming scans are available from 9:00 am to 5:00 pm Monday thru Friday.

TIER 2: On the 15th of the current month (e.g., August 15th), any remaining open slots for the next month (e.g., September) 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 available scan time by logging in to the Calpendo Calendar at <https://bic-missouri.calpendo.com/>. If you do not have a Calpendo User Account, please contact Bret Glass, BIC Coordinator, via email at glassb@missouri.edu or via phone at 573-884-8779. You can also refer to the [Calpendo Scheduling Guide](#) for instructions regarding new user registration.

SPECIAL CIRCUMSTANCES: Projects that cannot be accomplished efficiently without some additional scheduling considerations may be approved at the discretion of the BIC Director and/or BIC Committee. Such situations could include longitudinal studies or work with special populations that require scheduling of scan time further in advance. Requests for such special considerations should be emailed to mubic@missouri.edu well in advance.