

The following rules extend or modify the “**Zentrale Forschungseinrichtung und Dienstleistungen des DZNE – All. Nutzungsordnung**“ (CRFS AllgN, General Terms of Use) according to §15 therein for the small animal MRI (SAMRI). If no specific rules are implemented herein the CRFS AllgN remains effective.

1. Users & booking

The devices of the SAMRI can be used by the following user groups for scientific studies:

- DZNE employees
- Employees of the Universitätsklinikum Bonn (UKB) and other research institutes in Bonn
- users from academic organizations in Germany and abroad

Bookings of all devices are made on a *first-come-first-served-basis*.

Operating hours are from Monday to Friday, 8 a.m. to 5 p.m.. Users authorized by the SAMRI staff can also use the devices outside of regular business hours.

The equipment can only be used after an appropriate introduction and safety instruction by SAMRI staff. Measurements can only be made by persons who have been properly instructed and trained on the respective device and who have signed the safety instructions

20 % of measuring time related to our operating hours are reserved for external users. Generally, the use of the SAMRI equipment can be exceeded for external users to more than 20% of measuring time. In this case special arrangements have to be concluded.

Booking rules

- SAMRI devices have to be booked in advance using the online booking system: <http://marie.dzne.de>
- Equipment can only be used after each user has been instructed on the system by SAMRI staff
- no booking without a valid budget possible. The system usage fee is based on the booking and calculated as well as billed according to CRFS AllgN §11. The system fees are published in the booking software
- reserved measuring times have to be used efficiently, deleting a booking is possible up to 12h in advance without recharge
- at the end of each session, check booking database in the calendar: generally the “2 hour” rule applies:
 - last users have to switch off (MRI → standby) the system according to procedures
 - close the software and log off

2. General rules

The SAMRI provides highly specialized and cost intensive devices. Incorrect use may cause serious health problems. Therefore, all devices and laboratory equipment have to be used responsibly and carefully. Malfunctions of a device have to be reported immediately to the SAMRI staff. Only authorized staff may perform repair or modification actions.

