

## Technical Support Charging Policy for Human Research Facilities MBI-REF-C002-V1

This policy relates to the costs associated with use of the human research facilities at MBI. Examples of activities which are considered “billable” or generally “not billable” are outlined.

### Billable:

- Programming and debugging of tasks,
- Trialing/testing tasks,
- Data analysis,
- Any charges associated with equipment bookings for purposes beyond the “non-billable” activities outlined below.

### Non billable:

- Setup or establishment of core platform equipment. “Core” equipment refers to equipment maintained by MBI, which is routinely offered for use.
- Bookings of the interview room are not billable, when a human research equipment is also booked.
- A “reasonable” amount of training, regarding the set up and use of a core piece of equipment to be used during an experiment. “Reasonable” is defined as the amount of training expected to be required by a PhD or post doc with a basic understanding of the technique/equipment
- Education/training relating to safety aspects of a core piece of equipment,
- Two hours of MRI pilot scanning, including establishment/recommendations regarding scanning protocols, feasibility and discussion with technical experts. Any additional time is billable.

Current charges can be found at <http://www.mbi.monash.edu.au/facilities/costs.html>.

Note that the booking duration is billable, not the actual time the equipment is used.

Cancellation fees are billable, as outlined below (as at 10 February, 2014) and at <http://www.mbi.monash.edu.au/facilities/index.html>.

In the event of a cancellation, the following charges will apply:

- Greater than 5 working days (121 hours) notice - no charge
- Less than 5 working days (121 hours) notice - 25% charge
- Less than 2 working day (48 hours) notice - 100% charge

If the number of cancellations exceeds 25% of all bookings for a given project, a flat cancellation rate of 50% will apply, irrespective of how many days notice have been provided (effective 20 November, 2013). Written notice of cancellation must be sent to [manager.mbi@monash.edu](mailto:manager.mbi@monash.edu).

Any queries should be directed to [manager.mbi@monash.edu](mailto:manager.mbi@monash.edu).