



University of California San Diego Center For Functional MRI

Short-Duration Workspace Policy

Overview

To facilitate the ability to conduct imaging research in a safe and productive environment, the UCSD Center for Functional MRI (CFMRI) makes a shared workspace available to UCSD staff, students, post-docs, and research assistants with active CFMRI projects. The shared workspace is intended as a temporary working area for users while onsite at CFMRI. For compliance with various University policies, CFMRI users should not occupy hallways, waiting rooms or break rooms as their personal workspace.

Resources

The UCSD Center for Functional MRI
W.M. Keck Building, Room 1006
Capacity: 6 spaces

Eligibility

1. Users must have an active research project with the CFMRI.
2. Users must be UCSD staff, students, post-docs, or research assistants.
3. Users must adhere to all CFMRI policies and procedures.

Procedures

1. CFMRI has provided a "Short-Duration Workspace" resource in Calpendo.
2. Access to the "Short-Duration Workspace" resource in Calpendo must be requested by a project PI. Send an email to cfmri@ucsd.edu.
3. When users make scan bookings, they can also reserve a temporary workspace on the day that they are working on-site.
4. The duration of the workspace booking and occupancy should be justified by the scheduled scan activity.
5. Users are expected to maintain a clean and tidy shared work area.
6. No personal items are permitted to be stored in the shared workspaces.
7. Users must not leave personal laptops or other electronic devices unattended during room usage. CFMRI is not responsible for any loss or damages.
8. The shared workspaces are NOT to be used for patient exams, sample preparation, etc.
9. CFMRI retains the right to revoke access when non-compliance occurs.
10. The policies regarding the use of and access to the shared workspace may be revised and updated as needed.