The following information serves as a resource for research projects requiring imaging coordination services. Mallinckrodt Institute of Radiology has a pricing structure based on Tier 1 (used most often) and Tier 2 described below. Feel free to provide to sponsors upon request.

**Tier 1**

- **Pre-Study Start-Up Activity**: Activities include; complete site survey materials, review imaging protocol, interact with CT/MRI/US/Mam technologists to determine if image acquisition guidelines are within the imaging guidelines requested by sponsor, assist with pricing request. (Note: MRI and US studies are often complex and require different scan protocols for each diagnosis). This step may take more than 1 week.

- **Walk through Visit**: Most Research Coordinators require a walk through process to understand how to request CD’s, schedule exams, and complete initial request forms. Tier 1 expenses include Q & A time to ensure coordinator is comfortable with process.

- **Assimilate Study Supplies**: Collect from both the sponsor and research coordinator all necessary study supplies. Organize and store all items securely. This step may also require correspondence with study sponsors. A study info document is created to detail study specific needs, telephone contacts, account numbers, CRFs, and study-specific collaborators. This step includes an understanding of what needs to be de-identified, when to leave or remove DOB, etc. Each study is added into the CRL database. An ITF (Image Transfer Form) is created if not provided. Supplies are ordered as needed (air bills, ITF, stickers/labels. CD, etc.)

- **Annual Review**: Once a year, a review of all studies is conducted to address active status. Files, documents, and unused supplies are then disseminated to the individual research coordinators. This step is necessary due to space limitations however during the length of the active study, all items are secured.

- **Query Resolution**: All studies are assured support for ongoing query resolution. The CRL acknowledges sponsors and PIs need flexibility and questions will arise concerning patients, protocol, patient accounting billing, and imaging queries.

**Tier 2**

- **Attendance at Site Initiation Visit**: This might involve conference calls or a visit to the CRL resources. Tier 2 applies for those trials that require correspondence with the study sponsor on a routine basis that exceeds that of pre-study activities.

*Note*: It is the PI’s responsibility to incorporate the appropriate imaging expenses as direct cost line-items in the study budget and the contract. Tier level pricing is reviewed each fiscal year and adjusted as needed.