Dear users of GIfMI,

The final hurdles have been taken concerning the CFMS and we are finally ready to go live.
The release date is scheduled on **1 June 2024**.
All bookings before this date will be invoiced using the old way. Bookings after this date will be invoiced using the CFMS.

Website

We are in the process of building a new website. accessible at https://mrighent.ugent.be/.
The site is work in progress, content will be added gradually.

Documentation

We are also building a new GIfMI Documentation Center, accessible at https://mrighent.ugent.be/ or using the Quick Link on the main website.
This site is separated from the main website and will contain all information to use the facility.
This site is also work in progress. **Bookmark this link!**

We have compiled a comprehensive tutorial on using the CFMS in the Documentation Center.
Complete documentation is available for the standard user. The use of the CFMS is visualized with screenshots for the user's convenience.
Documentation for the PI/Lab Admin is under development and will be added in the next months.

Recommended order of actions:
- Read the Getting Started section
- Register in the CFMS
- Request access to the labs, facility and instruments
- Learn to use the CFMS
- Watch the videos
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Please contact pieter.vandemaele@ugent if documentation is unclear, missing or wrong.
Suggestions are mostly welcome, collaborators to the documentation too!

Session Types

Booking using the correct session type is of major importance for correct invoicing. The applicable session type depends on the source of funding, client type and application.
Please carefully read the overview of the available session types described here: https://mrighent.ugent.be/doc/cfms/getting_started/basic_concepts/#session-types
Available session types at booking are filtered depending on your situation.

The most used session types are described below:
- All users with a UGent-bound budget (BOF, FWO, ERC, D/E account,ERC) book with session type **Standard – Internal Academic.**
- All users with a UZGent-bound budget (not industry-sponsored) book with session type **Standard – UZGent A.**

Please contact GIfMI if you are not sure which session types apply to your study.

Migration from the old system to the CFMS

The preparation phase allowed us to setup labs and register as many users as possible to facilitate the migration.
Most bookings will be transferred manually by the Facility Admin. Please doublecheck your bookings in the CFMS.

Pricing

As communicated before, studies prior to 1/1/2023 will receive a discount.
The discount for 2024 still must be calculated (taking indexation into account).

When a reservation is made, the total price of the reservation is shown, NOT including the discount.
Discounts will be granted every quarter when the invoices are sent.

Tips / Remarks

- Know which budget element is applicable to you. Check with your PI or financial controller for the correct information.
- Book using the correct session type. This is of major importance for correct invoicing.
- Use the flowchart as wayfinder.
- The setup of the GIfMI facility in the CFMS will probably contain some errors or mistakes. Please contact GIfMI if instruments, session types or account codes are missing at booking.
  These issues are usually solved easily.

Again, please do not hesitate to contact us if something is unclear.

The GIfMI Team

Pieter Vandemaele, MSc-Ing
GIfMI Site Manager
Ghent Institute for Functional and Metabolic Imaging
MR Department -1K12
Ghent University Hospital
De Pintelaan 185
9000 Ghent - BELGIUM

Pieter.Vandemaele@UGent.be   tel: +32 (0)9 332 48 20

http://mrighent.ugent.be   fax: +32 (0)9 332 49 69

ORCID ID   0000-0002-4523-2476

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