# User regulations

## Münster Imaging Network – Preclinical Imaging

## University of Münster

*As of 07/2026*

### Preamble

I. The Münster Imaging Network (*MIN*) is a facility in the Cells in Motion Interfaculty Centre (CiMIC), a central scientific institution of the University of Münster. In addition to state-of-the-art imaging equipment, *MIN* offers high-quality scientific project consulting in multiscale imaging and analysis, in addition to cross-method training and interdisciplinary expertise.

II. *MIN*'s *Preclinical Imaging* division combines the expertise available at CiMIC in the field of preclinical imaging with a view to enabling and promoting the scientific use of multimodal preclinical imaging techniques in research projects within an integrated and optimised workflow. The working groups involved include the European Institute for Molecular Imaging (EIMI, Michael Schäfers' working group) and the Department of Radiology (Cornelius Faber's working group and Anne Helfen's working group).

III. The Executive Board approves amendments to the user regulations, sets the usage fees and decides on the allocation of the network's funds. Resolutions are passed by a simple majority of those present. The network coordinator participates in Executive Board meetings in an advisory capacity.

IV. The 'Board of Imagers' is a panel of experts that offers scientific consultation on behalf of *MIN Preclinical Imaging*. The members of the 'Board of Imagers' include the participating working groups from the EIMI and Department of Radiology.

V. *MIN* is listed as a DFG RIsources research infrastructure (RI_00497), meaning that funding for services provided via this network can be requested in DFG research proposals.

### §1 Binding nature

- The user regulations are binding for all *MIN* users and can be viewed in the current version on the *MIN* homepage (https://uni.ms/imaging-network).

**§2 Contact persons**

- The scientific contact persons are the network coordinator, Dr Sonja Schelhaas (sonja.schelhaas@uni-muenster.de, 0251 8335512) and the deputy coordinator, Dr Katrin Schwegmann (k.schwegmann@uni-muenster.de, 0251 8339610).

**§3 User group**

- All the units within *MIN Preclinical Imaging* are generally accessible for both internal university and external scientific collaborations.
- The network can only be used by scientific working groups from other universities and industrial companies based on a written order. In the case of cooperation with other universities and industry, a cooperation agreement, e.g. MTA, must be completed with the University Hospital Münster (UKM) / University of Münster to regulate the reimbursement and property rights of the results.

**§4 Services**

- An up-to-date list of small animal imaging devices available for use at *MIN Preclinical Imaging* can be found on the *MIN* website (https://uni.ms/imaging-network).
- A distinction is made between use in service mode and self-operated mode (the latter only applies to optical and ultrasonic devices). In service mode, work is carried out by trained employees of the responsible working groups at CiMIC. Self-operated mode refers to the independent operation of devices by authorised users with appropriate qualifications and training.

**§5 Use**

- If you are interested in collaborating with *MIN Preclinical Imaging*, initial contact is to be made via the network coordinators. They will organise a project presentation and discussion with representatives of the 'Board of Imagers', where preclinical imaging options and a project-specific workflow will be defined.
- Usage is allocated in consultation with the working groups involved, taking into account available capacity (typically in the order in which bookings are received). If necessary, the 'Board of Imagers' will prioritise requests for small animal imaging. In the event of a conflict or time-critical projects, the 'Board of Imagers' will decide who has priority based on the source of funding in the following order: (i) public extramural and intramural third-party funding, (ii) industrial funding, (iii) non-funded projects. The scientific quality of the project will also be taken into consideration when approving and prioritising projects and allocating access times. *In vivo* studies will have priority over *ex vivo* studies when allocating measurement time.
- Studies in the fields of nuclear medicine imaging or MR imaging will generally be designed as scientific cooperation projects on account of their complexity and the effort involved in the study design and analyses.

- Regular safety trainings are required for access to genetic engineering areas, radioactive control areas and MRI areas.
- It is not possible for users to book the systems directly. Users must submit a booking request to the relevant network member.
- The imaging devices are located in the Multiscale Imaging Centre at Röntgenstr. 16, 48149 Münster. The Bruker Biospec Maxwell MRI device is located in a genetic engineering facility that is rated safety level 1. Therefore, it is not possible to work with organisms of a higher safety level using this MRI. All other imaging devices are located in a genetic engineering facility that is safety level 2 and a radiological controlled area. Genetically modified organisms (transgenic mice, genetically modified cells, etc.) brought in for experiments must be documented in accordance with the GenTAufzV. The necessary documentation must be made available to the *MIN Preclinical Imaging* employees.

**§6 Usage costs**

- For users of the University of Münster, the following usage fees apply for using equipment within the *MIN Preclinical Imaging* programme:

| | **service mode *** | **self-operated mode **** |
|---|---|---|
| **(PET-)MRI** | 150 € / h | not applicable |
| **PET / SPECT / CT** | 140 € / h | not applicable |
| **Optic / ultrassound** | 55 € / h | 15 € / h |

* Service mode: measurement and measurement preparations are carried out by *MIN Preclinical Imaging* staff
** Self-operated mode: users work independently on the devices (with minimal supervision)

- For measurements on MRI, PET, SPECT or CT devices, the charge is based on the scan time (the time during which the animal is in the scanner). This fee also covers preparation and follow-up time (e.g., preparation of the injection syringe, injection, anaesthesia preparation, anaesthesia monitoring and aftercare, scanner operation, data reconstruction, project-specific data backup, and generation of a brief overview/sample images). For optical measurement equipment and ultrasound, the charge is based on the amount of time the equipment is utilised.
- The usage costs do <u>not</u> include the cost of purchasing animals, tracers, contrast agents, operations or any evaluation that goes beyond a preliminary overview. Animal husbandry is not charged separately for average expenditure.
- The operating costs (without additional costs) are covered centrally.
- Costs for users outside the University of Münster will be agreed in advance with the *MIN Preclinical Imaging*.
- Invoices are generally issued every six months.
- Research groups can and should apply for third-party funding from the DFG for the use of equipment for preclinical imaging. The *MIN Preclinical Imaging* will be happy to answer any further questions and help with applications for these utilisation costs.

- Any changes to the usage costs are to be decided by the Executive Board and announced three months in advance.

## §7 Rules for acknowledgements and co-authorship

- The German Research Foundation (DFG) evaluates research networks based on acknowledgements, citations and co-authorships. To ensure the accurate reflection of *MIN Preclinical Imaging*'s performance, it is therefore important that users adhere to the following rules:

  - **Acknowledgements**:
    If data or images acquired through the *MIN Preclinical Imaging* are used in publications, *MIN* must be mentioned by name in the acknowledgements.
    Example:
    We thank [*Staff Member*] of the *Münster Imaging Network – Preclinical Imaging* at the University of Münster for support with preclinical imaging [or technique or data analysis].

  - **Co-authorship**:
    Joint publication of data resulting from substantial intellectual or experimental contributions by *MIN Preclinical Imaging* staff is to be conducted in accordance with the University of Münster's guidelines on "good scientific practice" (www.uni-muenster.de/senat/kodex.html). We recommend a meeting between the parties involved (user, working group leader and coordinator *MIN Preclinical Imaging*) in advance of such contributions. Co-authorship is independent of the fee-based nature of the services and must be limited to the employees actually involved.

## §8 Confidentiality

- The scientists at *MIN Preclinical Imaging* are obliged to treat the results and data of users confidentially. They are not permitted to copy them or use them for other purposes. Agreements to the contrary must be recorded in writing. *MIN Preclinical Imaging* complies with the DFG guidelines on the handling of research data as well as the applicable data protection regulations. All users are also required to adhere to these guidelines.

## §9 Liability

- The respective user or the organisation involved is liable for damage to devices caused by improper use. In the event of repeated improper use, *MIN Preclinical Imaging* is authorised to prohibit further use of the equipment.