



M/EEG-BCI Facility Use Policy and Agreement

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FCBG M/EEG Facility Use Policy & Agreement

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A. General Description

A.1. Mission

The M/EEG-BCI Facility at Campus Biotech is an ensemble of magneto- and electroencephalographic laboratories dedicated to state-of-the-art investigations in human neuroscience and brain-computer interfacing (BCI). It is part of Campus Biotech’s Human Neuroscience Platform.

A.2. Management

The M/EEG-BCI facility is governed by the two **Faculty Advisors** and by the **Platform Advisory Committee (PAC)** including faculty of the EPFL and University of Geneva who are based at Campus Biotech. Faculty Advisors as well as the PAC are appointed by the FCGB steering committee.

A.3. Study Eligibility

The platform will support research projects in human neuroscience according to its mission as defined above. Animal studies are not permitted at the M/EEG-BCI facility.

All human studies must have a current, valid, Ethics Committee Approval. It is the responsibility of the Principal Investigator (PI) to ensure that a valid Ethics Committee Approval is in place, and that all aspects of the human study are performed consistently with that approval. Priority is given to projects proposed by principal investigators (PIs) based at Campus Biotech (from UNIGE and EPFL).

B. Terms of use

B.1. Getting an approval to conduct a MEG or EEG study

To have access to the M/EEG-BCI facility, each study needs to be approved by the M/EEG-BCI Faculty Advisors. Each PI intending to run a study at the M/EEG-BCI facility needs to submit a short formal application and to present and discuss the project in a study evaluation session.

The formal application must include the following information:

- Rationale and aim of the study
- Description of the study design
- Total planned number of participants (including pilot study) and types (healthy participants; patients)
- Number of hours per participant
- Hardware requirements (highlighting non-standard equipment, if necessary)
- Software requirements
- List of the investigators performing the acquisitions
- Ethics Committee Approval (including the starting and expiration date of the approval)

A template form covering the above items is available for project submission and information. All applications must be submitted by email to meg@fcbg.ch or eeg@fcbg.ch.

The study evaluation session will be held jointly with the Brain and Behaviour Lab of the UniGe. Dates of the meetings are available upon request.

The Faculty Advisors will evaluate all applications and will decide whether to approve the study or not based on its scientific relevance and on the accordance of the study aim with the mission of the M/EEG-BCI facility of Campus Biotech.

The above regulation can be discussed on a case-by-case basis when the funding of the study is 100% private.

B.2. User Fees:

The use of the MEEG-BCI is charged by the reserved time (in steps of 15 minutes).

The fees for the use of the facility are detailed in <https://hnp.fcbg.ch/guidelines-and-fees/>.

Pilot studies are free of charge for academic centers.

Cancellations: reservations of the MEG can be cancelled without fee up to 24 hours prior to the start of the allotted time slot by deleting the reservation on the calendar system. After this deadline, the reserved time will be charged at a rate of 50% if not used by another study. In addition, researchers are required to advertise the MEG booking cancellation on the M/EEG-BCI facility mailing list. This does not free the researchers to delete the reservation in the calendar.

Reservation of other systems and rooms of the M/EEG-BCI facility can be cancelled without restriction anytime before the start of the allotted time slot.

Billing: invoices are sent to researchers at the end of each calendar trimester. Charges are based on the number of hours reserved on the calendar system. In case of pending payment for prior invoices, the FCBG may revoke access to the M/EEG-BCI facility.

B.3. Responsibility

- The employer of the PI bears the general responsibility for the study
- A proof of insurance coverage for the study needs to be provided with the study application

B.4. Use of non-standard equipment

Research involving hardware modifications or installation of non-standard equipment requires the prior approval of the FCBG M/EEG staff.

C. M/EEG-BCI facility Use Policy

C.1. Access to the facility

- Access to the **MEG room** is allowed to people who have a valid project. Only the trained staff are allowed to operate the MEG system. Visitor must always be accompanied by the M/EEG-BCI facility staff.
- Unrestricted access to the **EEG systems and cabins** is allowed to trained people who have a valid project. EEG training of new people can be requested from the M/EEG-BCI facility manager at any time. Training is not necessary if the EEG acquisition is performed by a technologist of the M/EEG-BCI facility.

C.2. Authorship and Acknowledgments

Should part of the results obtained in collaboration with the FCBG be published, the PI agrees to include the following sentence in the 'Acknowledgments' section: "This work was supported by the Fondation Campus Biotech Geneva (FCBG), a foundation of the Swiss Federal Institute of Technology Lausanne (EPFL), the University of Geneva (UniGe), and the Hôpitaux Universitaires de Genève (HUG)."

Authorship:

FCBG adheres to the basic rules of Scientific Integrity regarding authorship of scholar work, in accordance with the Swiss Academy of Science regulations available at <https://www.samw.ch/en/Projects/Overview-of-projects/Scientific-integrity.html>

In order to be considered as an author, a researcher must fulfil the following criteria:

- having made an essential contribution to the planning, carrying out, evaluation and verification of the research work;
- having participated in the writing of the manuscript;
- and having approved the final version of the manuscript.

Other people who have contributed to the study, but only partially fulfil the above criteria, must be acknowledged ("Acknowledgements"), but are not designated as authors.

When appropriate, the member(s) of the HNP team who is/are listed as co-author(s) shall have the following affiliation:

- Human Neuroscience Platform, Fondation Campus Biotech Geneva, Geneva, Switzerland

C.3. Conduct of a study at the FCBG M/EEG-BCI facility

Any researcher who uses the M/EEG-BCI facility is required to set it up and clean it up properly. If the area is untidy when you arrive, or if equipment has not been returned to its proper position or default state, inform the facility staff by email. If you fail to notify, you could be held responsible.

Set up and recordings:

- Only trained users may operate equipment of the facility
- For MEG recordings, a member of the research team must be present at all times, together with the MEG technologist
- The consent form must be signed and dated by the investigator
- It is responsibility of the investigator to obtain and archive the signed informed consent
- Anyone entering the MEG room must not wear any electronic devices (phone, watch,...). As participants must be totally "de-metal", they will be asked to remove their clothes and wear a metal-free uniform provided the M/EEG-BCI facility
- It is the responsibility of the investigators to ensure on-time arrival of research subjects and their suitability for study
- Each investigator is responsible to finish his/her study on time. Time for setup, cleanup and data storage must not infringe on the time of the following investigator. Unforeseen events such as failure of the equipment, late arrival of volunteers, etc. do occur and may shift or prolong the examination with a resulting infringement of the right of the subsequent investigator to start on time. While this should be a very rare exception and flexibility of all involved parties is expected, an overtime that exceeds 15min is not tolerated

C.4. In Case of Emergency

In the event that a subject becomes ill enough to require medical assistance, stop the acquisition, call 155, and then contact the M/EEG-BCI facility staff

C.5. Clean Up

Except when equipment is operated by the M/EEG-BCI facility staff (e.g. MEG), it is the responsibility of the users to clean up when finished:

- equipment must be put back in place
- linen is to be deposited in the linen hamper
- all devices in contact with the human body are to be cleaned properly. Special care must be taken to clean up the EEG caps.
- any equipment problem is to be reported immediately to M/EEG-BCI staff

C.6. Food and Drink

No food is allowed in all areas of the M/EEG-BCI facility. Drink is permitted only in sealed container.

C.7. Broken Equipment

Report all broken equipment and equipment failures immediately to the M/EEG-BCI facility staff via email ([EEG@fcbg.ch](mailto: EEG@fcbg.ch)).

It is understood that equipment in constant use might wear out or occasionally experience a break down. You will not be held responsible, but we cannot fix items unless we know they are broken.

D. EEG Training

The EEG training is given by the M/EEG-BCI facility staff to the investigator. Once trained, the investigator is allowed to reserve the EEG systems and perform EEG acquisitions on their own. An investigator can perform an EEG study without training only if assisted at all times by an EEG technologist of the M/EEG-BCI facility. The training consists of 4 hours of EEG hands-on.

E. Data Management

Data acquired at the M/EEG-BCI facility belongs to the investigator. It is the responsibility of the investigator to backup the data and ensure anonymization that follows the local regulation. The M/EEG-BCI facility provides a secured server to temporarily store the data. The investigator may use this server to transfer the data from the facility to its own storage solution.

F. Appendix

F.1. Staff (as of March 1st 2023)

Faculty Advisors:

- Prof. Christoph Michel
- Prof. Dimitri Van de Ville

Operational staff

- Dr. Gwenael Birot – *Manager*
- Mr. Jonathan Marquis – *MEG technologist*
- Mrs. Nathalie Philippe – *MEG and EEG technologist*
- Dr. Vincent Rochas – *EEG scientist*
- Mr. Mathieu Scheltienne – *Engineer*