

## NYSPI MRI Study Launch Protocol

Study Name: \_\_\_\_\_

Study IRB: \_\_\_\_\_

PI: \_\_\_\_\_

Date: \_\_\_\_\_

BEFORE you schedule your first scan under a new protocol, please make sure that each step on the list has performed and checked off, then submit this form to MRI Administrator Shiva Kalaiselvan:

1. Meet IN PERSON with Feng Liu and Gaurav Patel to review pulse sequences, program the console, and arrange for data transmission after the scan. Verify that sequence has been properly set up on the console.
2. Attend a session with Dr. Rachel Marsh regarding MRI Safety Protocols and practices, and sign the attestation.
3. All study personnel must have undergone safety and MRI Unit training and have a yellow or green badge. If a yellow badge, they must be accompanied throughout the scan by someone with a green badge who is aware of all the details of the study.
4. Submit up to date IRB PSF to Shiva Kailaselvan. Note: only MRI Operators and study personnel who are explicitly listed in the PSF may interact with study subjects during a scan.
5. If any fMRI tasks requiring peripherals or physiological monitoring is to be used during the scan, meet IN PERSON with Matthew Riddle to review peripherals and fMRI stimulus/response equipment for the scan.
6. Meet with Matthew Riddle and Juan Sanchez to name and establish your project and to set up image data storage space on XNAT
7. Obtain email approval from Dr. Rachel Marsh to schedule first scan.
8.