# CIBM Scheduling and New Study Info

# CHUV-TRIO MR

**Revised: Wednesday, September 18, 2013**

**Dear research user of the CIBM Trio magnetic resonance imaging (MRI) system at the CHUV.**

The following updated step-by-step procedure should assist you in getting started with a new MR research study, and to familiarize yourself with the rules and regulations. This will not only grant equal access to the MR system for al investigators, but it will also provide you with the resources needed to maximize the likelihood of success for your planned research. Finally, it will also ensure the safety of both the study subjects and the operators.

## Phase A (Obtain approval to perform a study):

1. Informal contact of the principal investigator (PI) with CIBM staff to discuss the project. For neuroscience projects, please contact Dr. Eleonora Fornari at Eleonora.Fornari@chuv.ch and for cardiovascular or other research applications, please contact Prof. Matthias Stuber at Matthias.Stuber@chuv.ch. Please put "New MRI Research Protocol Application" into the subject header of your e-mail.
2. After this initial contact, the CIBM core directors and associated staff will briefly discuss the planned project and may ask further questions should clarifications be needed.
3. The PI will then be asked via e-mail to submit a "Formal Protocol Application" **(see below)** to rad.CIBMprojects@chuv.ch for the purpose of allocating the required resources at CIBM.
4. The CIBM "Scanner Use & Policy Committee" will allocate these resources, determine the related costs, and send you the document "CIBM/CHUV Research Scanner Use Policy & Agreement" for review and signature.
5. The PI completes, signs and dates the "CIBM/CHUV Research Scanner Use Policy & Agreement" indicating that s/he has read and understood the rules and regulations. This signed document can either be delivered in hardcopy to the CIBM/CHUV building (BH08-080) or electronically to rad.CIBMprojects@chuv.ch.
6. If the study involves human subjects and is **not** a pilot or a phantom study, Ethics Committee Approval is mandatory and a copy of the approval letter needs to be submitted to the CIBM (rad.CIBMprojects@chuv.ch)
7. Upon receipt of the signed "CIBM/CHUV Research Scanner Use Policy & Agreement" document and the copy of the Ethics Committee Approval letter (if required), permission to conduct the study as planned will be granted to the PI through the CIBM core director via e-mail.

# Phase B (Obtain access to the scanner scheduling system):

For all new scheduling accounts or for the update of an existent one, please contact Eleonora Fornari (Eleonora.Fornari@chuv.ch).

1. Access to the scheduling account will automatically be granted after successful completion of an on-line MR safety test. A link, login name and password for scanner scheduling will then be sent to the applicant via e-mail. All the investigators who will enter the scanner room will have to repeat the safety test on an annual basis.
2. The PI will be responsible for scheduling but his/her collaborators who successfully completed the MR safety test also have permission to access the scheduling system.
3. While scheduling, the PI of each study has to be selected from a pull-down menu.
4. A scheduling cookbook is available on-line if needed.