

New Submissions for MRI's at the Peter S. Allen MR Research Centre

Once you have HREB approval, you then can submit your project proposal to our Centre, for approval from our internal NMR Research Committee.

Attached is our internal application form which needs to be filled in. **All** questions must be answered. Once this is filled in you can send it back to me via email along with your HREB Ethics Submission (downloaded PDF from REMO) and any consent forms or information sheets that were part of that ethics submission (relating to the MRI portion), as well as the Ethics Approval Letter (All documents need to be in PDF format). The last question on our application is asking if you have read the Policy and Procedure Manual for the Centre, I've also included that on this email.

Note: Centre's New Project Submission form:

- Make sure to put estimated #'s in for patients or controls.
- Answer all Yes or No questions.
- Under the brief description of your project, the details about expected participants needs to be explained (healthy, age range etc?) and what the purpose of the study is and why you are doing this study; what the objectives are and what you are trying to answer. Please also include summary of scans per subject: ie. Baseline, Week 12, 1 yr. **The full protocol is in the HREB submission, but we need a summary here on our internal application form.**
- For the question, *"If incidental findings are discovered by the investigators, it will be up to the medical doctor involved in the project to determine whether or not these findings require further investigation or follow-up"*. Please ensure you have your own licensed physician for incidental findings for answering this question.
- If you are unsure if scans can be done in our Centre or what type of sequences, or duration of protocol is required for your project, please contact Peter Seres @ peter.seres@ualberta.ca/780-492-6397.
- Our Centre cannot provide Radiologist's reports and generally, it is expected that research images are not to be used for any clinical reading. Services provided are limited to protocol set up (based on protocols provided, or developed/tested as needed) and data (image) acquisition. We will assist as needed with data transfer. All image processing and analysis is outside of the usual scope.

To summarize what is needed once you have HREB Approval, provide **all** documents in PDF format (if your consent form is a MS word doc, please convert to PDF format):

1. Our internal application form as attached, with ALL questions answered.
2. Copy of HREB submission.
3. Any attachments that were part of that HREB submission relating to MRI (ie. consent form, information sheet, etc).
4. The HREB Ethics Approval Letter.

Once the Centre's internal NMR Research Committee has met, reviewed and approved your project I will send out an email of the approval.

For any projects requiring contrast, contrast is not kept on hand at our Centre, but Carol can order the contrast for your research group, if you can provide a speedcode, and then it will be stored in our Centre under the research group's name. Contrast injections also require MRI Tech, Physician from your study group, and the Centre's Radiology Research Nurse to be present for scans. There will be a \$50/scan surcharge for our Radiology Research Nurse, on top of the \$600/hr scan fee.

After approval has been sent via email, anyone who will be coming into the Centre accompanying research participants/patients must have taken, or arrange to take, the mandatory Safety and Orientation with Dr. Rob Stobbe (please contact Dr. Rob Stobbe directly before/after approval to enquire when next Safety session will be held, rstobbe@ualberta.ca). Once the mandatory Safety and Training has been completed I then will give you a log-in to book your own MRI scans and instructions on how to use the online scheduling system. There must be someone from your research group who accompanies the research participants/patients to our Centre and stays in the Centre for the duration of the scan. Billing is done quarterly: January to March (in April), April to June (in July), July to September (in October) and October to December (in January).

For more information on the Peter S. Allen MR Research Centre: www.mri.ualberta.ca