

# 7T MRI New Project Checklist

## ***Database Account Checklist***

1. Most of the steps needed to initiate studies in the ALBMC are conducted and/or tracked through the [ALBMC database](#). Click [here](#) to request a database account. Requests are typically processed within 48 hours.
2. Once your database account is approved, you should log into the database and carefully read the material presented there.

## ***ALBMC Approval Checklist***

1. New projects must be submitted to the [ALBMC database](#).
2. After logging in, click on "Projects" on the left side of the page.
3. If this is a completely new project choose "Add New Project."
4. After clicking "submit to database for storage," click "Add" at the bottom. You will then see another tab that says "submit for review." To submit this project for review, please select and upload a file that provides a one to five page scientific summary of your project. Uploaded files must be in PDF, RTF, plain text or Microsoft Word format.
5. After the submission is complete your project will be reviewed. The reviewers may respond with questions that will need to be answered before the study can be approved.
6. Scheduling tickets are generally issued shortly after a project has been approved. If all items on the Safety Training, ARC and Financial checklists detailed below have been completed, you will be able to schedule studies through the database once scheduling tickets have been issued.

## ***ARC Checklist***

1. Please make sure your project is also submitted to the [Animal Research Committee \(ARC\)](#).
2. Once you have ARC approval, you should enter your ARC approval information in the [ALBMC database](#).
3. All ARC applications and ARC approval notices must be reviewed by ALBMC staff prior to their use with the scanners. Once your protocol has been accepted at the ALBMC, please submit these documents to [Trent Thixton](#) for review.

## ***Safety Training Checklist***

Click [here](#) for detailed information on safety training

## ***Building and Data Access***

1. [Fingerprint access](#) to the scanner is limited to individuals who have been fully safety certified and who have active 7T protocols. Please submit an [access request form](#) to [Ludmila Budilo](#) for building and scanner access.

- Access areas include the 7T scanner, 3T scanner, mock scanner, PET scanner, prep room, data lab, or NML lab, as appropriate for conduct of approved protocols.
2. For data access, please submit a [Network Access Form](#) to [James Widanta](#) to request a network account.

### ***Financial Checklist***

1. Click here for [7T pricing](#).
2. Fund numbers to pay for scans must be on file and verified as a prerequisite for scanning. Fund transfers must be approved by the fund manager before scanning can begin. Tracking of fund numbers and fund transfers into an ALBMC credit account are handled through the [ALBMC database](#) where you will need to set up an external fund and a credit account. For additional questions please contact [Ludmila Budilo](#).