

3T 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](#). **It should only be submitted under the primary PIs account.** This should be the PI who will receive the data and whose name will appear on the scheduling calendar.
2. If you are not the primary PI, you may request proxy access to their project page to submit on their behalf.
3. After logging in, click on "Projects" on the left side of the page.
4. If you are not the PI, choose the PI from the dropdown menu "Manage projects of"
5. If this is a completely new project, choose "Add New Project."
6. 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.
7. 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.
8. Scheduling tickets are generally issued shortly after a project has been approved. If all items on the Safety Training, IRB and Financial checklists detailed below have been completed, you will be able to schedule studies through the database once scheduling tickets have been issued.
9. After your project is approved and your scanning protocol has been established please complete a [MRI Scanner Protocol Form](#).

IRB Checklist

1. Please make sure your project is also submitted to the [Institutional Review Board \(IRB\)](#).
2. It is recommended that you review your IRB materials with one of our technologists before submitting them to the IRB review process. This will reduce the likelihood that you will need to resubmit the IRB materials at a later date to conform to ALBMC requirements.
3. Once you have IRB approval, you should [enter your consent form and IRB approval information](#) in the [ALBMC database](#).
4. All consent forms and IRB approval notices must be reviewed by ALBMC staff prior to scanning. Once your protocol has been accepted at the ALBMC, please submit an electronic copy of the IRB approval notice and consent form(s) 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 scanners is limited to individuals who have been fully safety certified and who have active MRI protocols. Please submit an [access request form](#) to [Ludmila Budilo](#) for building and scanner access.
 - Access areas include the 3T scanner, mock scanner, PET scanner, prep room, data lab, or NML lab, as appropriate for conduct of approved protocols.
 - Please note, [volunteers](#) must be processed through the UCLA Hospital Volunteer Office on-boarding program and will only be given limited access upon completion.
2. For data access, please submit a [Network Access Form](#) to [James Widanta](#) to request a network account.

Financial Checklist

1. Click here for [MRI 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](#).