

Application for R&D F Number Usage

Date of application:

Investigator Name:

PI's name:

Names of all research team members participating in pilot study (who will be present at the scanner):

IRB#:

Funding status:

Up to now, how many times you have applied for the use of the R&D F#:

What scanner do you plan to use:

Do you have any existing Agreement with the manufacturer of this device (for pilot scans, QA scans, etc.)? If so, please list details of Agreement related to scanning.

How many time slots desired:

Idle Prime time:

Non-Prime time:

Source of Subjects:

Brief description of study project with desired achievement by this pilot study:

Have you (and everyone on your research team) completed the following steps to be certified users of BWH MRI scanners?

Note: R&D F number will not be given until all members of team who will be present at the scanner are certified. See requirements on next page.

PI signature:

Signature of Approval:

Researcher Requirements Checklist

Please send the following to Danielle Chamberlain:

Email: dchamberlain1@partners.org

Fax: 617-582-6033

Office: Surgical Planning Lab

1. **MRI Research Policy Sign Off**
 - Read, Review, Sign & Date last page
2. **Application to Use MRI Scanner**
 - Complete only if you are the PI of this project
3. **MRI Safety Training**
 - Contact Vera Kimbrell at vkimbrell@partners.org for date/time of next training
 - Certificate of Completion must be sent to Danielle.
 - Renewed yearly on Healthstream.
4. **Site Orientation**
 - BWMRC (221 Longwood)- Aida Faria, afaria1@partners.org
 - L1- Marsha O'Neil Doherty, mdoherty@partners.org, 617-732-8049
 - Shapiro- Marsha O'Neil Doherty, mdoherty@partners.org, 617-732-8049
 - Lee Bell- Lisa Bussolari, lbussolari@partners.org, 617-732-5705
5. **fMRI Training Completion**
 - Required for anyone using fMRI at Lee Bell, L1 or the Skyra
 - Contact bwhfmrIService@partners.org for date/time of next training (typically held the 3rd Wednesday of the month after 4p).
6. **MRI Scanner Competency Form**
 - Required if wish to run the scanner without a technologist present.
 - Must be signed by PI, Site Physicist, and Preceptor.
7. **Subscribe to the Signa email distribution list**
 - <http://massmail.spl.harvard.edu/mailman/listinfo/signa>