

# Research 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 session.
- Certificate of Completion must be sent to Danielle.
- Renewed yearly on Healthstream.

**4. Site Orientation**

- 221 Longwood- Aida Faria, contact 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, contact 617-732-5705

**5. MRI Scanner Competency Form**

- Required if wish to run the scanner without a technologist present.
- Must be signed by PI, Site Physicist, and Preceptor.

**6. Subscribe to the Signa email distribution list**

- <http://massmail.spl.harvard.edu/mailman/listinfo/signa>