

F.M. Kirby Research Center High Field Animal MRI Facility Protocol Submission Packet

INSTRUCTIONS

Please upload a signed original (pdf) of the two forms (Resource Utilization Form and Abstract of Proposed Research) and all relevant attachments (e.g., IACUC letter-of approval; documentation of additional equipment that will be used in the scan room) for review by our Animal Protocol Review Committee (APRC).

Questions can be directed to the APRC, the Center Manager, or the Administrative Coordinator.

The Animal Protocol Review Committee holds overall responsibility for utilization of the Center's resources. The PRC considers protocols in terms of: safety and benefit/cost ratio, which includes consideration of scientific merit.

Deadlines: PRC Meetings are held monthly, usually on the second Monday of the month. Protocols must be submitted at the end of the month prior to the meeting (i.e. Jan. 31 for Febr. Meeting, etc).

Protocols submitted after a deadline will automatically be scheduled for the next meeting.

Review Process: Following review, each protocol will be considered:

(a) approved; (b) approved pending revisions; (c) disapproved; or (d) deferred.

Protocols approved pending revision must be resubmitted to the Chair of the PRC, who may approve the revisions without convening the entire PRC.

Deferred protocols must be resubmitted to the committee with additional information appended.

Please note:

1 Investigators should make the protocol title as detailed as possible so that it clearly specifies area being investigated (e.g., "fMRI of brain" may not be very helpful).

2 The Abstract should clearly and concisely describe Aims & Hypotheses, Background & Significance, and Experimental Plan, and include sufficient detail to allow evaluation of scientific merit..

3 Any materials or equipment that an investigator proposes to take into the scanner room must be described in an attachment to the Resource Utilization Form, and approved by the Center Safety Officer prior to usage.

4 Following approval by the APRC and establishment of a protocol number and budget number, investigators may book system time using the on-line system.

5 It is the responsibility of investigators to follow strictly all guidelines established for conducting research, including the maintenance of logs for all systems, and the filing of screening forms, The PI agrees to overall responsibility through signing the resource utilization form

6. All investigators need to abide by the clean facility guidelines.

7. No animals can be kept or stay overnight in the NMR facility.

Appeal Process: An investigator wishing to contest a decision by the PRC may submit a written appeal and/or request for review of the decision to the Executive Committee.

Annual Review: Investigators of approved protocols are required to keep their animal protocols approved and to update the facility of any major changes that may impact the Facility.

Acknowledgement in manuscripts of use of the F.M. Kirby Research Center is appreciated.