Human MRI New project check list

1. Set up AMRIS billing code.

- ☐ If you have a funding source already, complete a Billing Code Request Form (also found on the website at https://amris.mbi.ufl.edu/policies/access/billing/) and email it to the AMRIS Office Manager, Kaley Ali (kaley.ali@ufl.edu).

- ☐ Review current hourly rates (https://amris.mbi.ufl.edu/policies/access/fees/) and cancellation policies (https://amris.mbi.ufl.edu/policies/access/billing/).

2. Take AMRIS general safety training and request facility access.

- ☐ **Take the AMRIS general safety course**. All laboratory staff, students and post docs must take the AMRIS general safety course with AMRIS Safety Coordinator James Collins (jhpcollins@ufl.edu) to be allowed to enter the MRI control rooms or magnet rooms. Request safety orientation at the following link: https://amris.mbi.ufl.edu/gsorequest/

  Please read the AMRIS Facility Safety Handout prior to taking the course with Dr. Collins.

- ☐ **Request key fob access**. After taking the general safety training, email Kaley Ali (kaley.ali@ufl.edu) for a link to request after-hours building access and a key fob for access to the 3T suites.

3. Subscribe to 3T mailing list.

- ☐ We regularly communicate facility updates through our 3T AMRIS email list. Please make sure all personnel involved subscribe to this list:

  Send an email from the account you wish to subscribe to listserv@lists.ufl.edu.
  In the main body of your message, type: subscribe AMRIS3T-L YourFirstName YourLastName

  NOTE: Edit message to customize for your own name, and remove any automatic signatures before sending. Once approved, you will receive a message confirming your subscription.

  You can also scan the following QR code for a template email to edit and send:

3T Listserv

4. Protocol Development

☐ **Set up a time to discuss the project with Dr. Jens Rosenberg (rosenb@ufl.edu).**
Investigators should discuss their project with Dr. Rosenberg to review their needed protocol and make sure the required instrumentation, techniques, and sequences are available, and that sufficient protocol development and/or validation time is allocated. If necessary, Dr. Rosenberg can assist in developing an imaging protocol based on specific needs of a project; it is important to realize that optimizing a specific protocol for a particular project is critical to obtaining significant data. If the development is more involved than can be accomplished by refining Philips product sequences and/or it involves significant technical development, the investigator(s) must fund Dr. Rosenberg's time from their project budget and/or include Dr. Rosenberg in the project as a co-investigator.

☐ **Schedule time for Protocol development.** For any new study (new billing code), two hours of protocol development time is allowed on the scanner, free of charge. Email Dr. Rosenberg about these requests.

☐ **Standard Operating Procedure (SOP).** It is highly encouraged to develop an SOP for the imaging project. The SOP should, in detail, describe the setup of any auxiliary equipment, subject setup, and positioning with coils and other equipment. It should also include screenshots on how imaging planes and voxels should be placed. The SOP will ensure consistent and accurate data collection and help if any lab staff or MRI technician normally running the study is not available. AMRIS 3T staff can help provide images and input to the SOP.

5. Time Request and Data Collection

☐ **Booking** can be made continuously on a first come-first-serve basis using the online booking system after a billing code has been set up with the AMRIS Facility.

Read the procedures for time requests: https://amris.mbi.ufl.edu/policies/access/time-requests/
Request magnet time: https://amris.mbi.ufl.edu/reservations/make-a-reservation/

☐ **Please review our cancellation polices.**
Cancellations for prime-time hours between 8 am to 2 pm must be made one week prior to the scheduled exam. All other times must be cancelled at least 48 hours (two business days) prior to the scheduled exam. Any cancellations within the one week (for 8 am to 2 pm reservations) or 48 business hours (for other times) before the scheduled exam time will be charged at the hourly rate for the reserved time unless another billable study can make use of the time.
To avoid last minute cancellation, follow up with your subject multiple times using various methods (email, phone, texts messages).

☐ At the time of MRI session: **Be on time** or your study might be cut short.

☐ AMRIS offers a data transfer service using the "AMRIS shared drive". Please read more here to request a Folder on this drive: https://amris.mbi.ufl.edu/user-resources/smb-storage/
This is a temporary drive to get data off the scanners to your long-term data storage.

Questions?

The AMRIS staff is always happy to help with any questions you might have.

You can email our 3T team at:

Jens Rosenberg (3T Director): rosenb@ufl.edu

Tammy Nicholson (3T Supervisor/Technologist): tammyrnicholson@mbi.ufl.edu

Judy Steadman (Certified Radiologic Technologist): judithsteadman@ufl.edu

Shane Chatfield (Certified Radiologic Technologist): chatfs@ufl.edu

Luis Concepcion (Certified Radiologic Technologist): l10002525@ufl.edu

For any billing/administrative questions that are not study/machine specific, you can also email our Office Manager, **Kaley Ali** (kaley.ali@ufl.edu).