



GSU/GT Center for Advanced Brain Imaging

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www.cabiatl.com

Polices & Procedures

All policies are subject to change as deemed necessary

Safety and IRB requirements

1. Researchers, at any level, must have completed all modules of Safety Training. Individuals must adhere to all safety procedures to maintain CABI research privileges. All breaches of safety procedure or individuals who require frequent reminders of safety procedures will be reported to PI and CABI Operations Committee. These individuals will be at risk of losing scanning privileges.
2. All researchers must review and sign a copy of the CABI recommended procedures for data acquisition available on the website ("CABI research etiquette and suggestions for a successful scan").
3. Individuals who are new to scanning at the CABI must have shadowed at least 2 full scanning sessions from preparation before participant arrives to post scan responsibilities, in order to observe the proper procedures.
4. All protocols must complete the CABI Research Protocol Form available from the website.
5. Researchers must provide an electronic copy of the IRB approval letter and stamped Consent form (include Assent, HIPPA or other IRB forms that must be signed by participants). PIs are responsible for updating and maintaining IRB approved forms and any protocol amendments. CABI staff should be notified of relevant changes.

Piloting

6. Piloting is limited to two (2), one-hour sessions; scheduled during openings in the schedule within three days of the desired scan date. Exceptions can be made for special studies/populations.
7. Piloting sessions should include collection of imaging data as well as piloting of functional task scripts, etc. All data should be assessed for quality and accuracy before scheduling of the first participant.

Scheduling & Billing

8. You may only request times after you have identified participants for the specific time period you are requesting. Participant must be registered in COINS, with a unique research subject identifier (URSI), prior to scheduling.
9. All scheduling requests are for a minimum of 30 minutes. Researchers requesting times should make an effort to not have ½ hour blocks of unused scanner time (e.g., two 90 minute back-to-back sessions). Billing will be done in 30-minute increments. If you exceed 30 minutes, you will be billed for an additional 30 minutes. Likewise, if you exceed your hour, and the scanner is not reserved after you, you will be billed accordingly. Alternatively, if you start late, you may not be able to acquire your full protocol sequence if the adjacent scanner time is booked. (e.g. you reserve 9-10 but start at 9:15, and another study is scheduled at 10) You will be charged your full hour and either only have 45 minutes to acquire your data or you may be asked to reschedule.
10. All researchers may request a maximum of 3 hours per study, per week. However, there is no limit on the number of hours one study may request and be approved for 3 days prior to the scan time being requested
11. Scheduling requests are permitted with a 2-month advance notice for all GSU and GaTech external and internal funded studies (with the exception of CABI seed grants). Exceptions may be made for special studies/populations, contingent on MR Technologist availability.
12. Scheduling requests are permitted with a 2-week advance notice for CABI seed grant funded studies and non GSU or GaTech researchers.

13. Certain studies include special populations that might need to schedule with a very short notice. In these cases, please work collaboratively with your fellow researchers and work to accommodate requests if you are asked to reschedule an approved scanning slot.
14. All cancellations must be made via email to the MRI technologist prior to the scheduled scan time.
Cancellations that are received within 24 hours of the scheduled time will be charged for ½ the original unused scanner time.
15. Scanner time that must be cancelled due to preventable causes will be charged the commensurate cancellation fee. Preventable causes include (but are not limited to) failed pre-screening of subjects or failure of researcher to arrive prior to the scheduled appointment.

Parking

16. All CABI participants should park in the spots marked “**Reserved**” at the front of the parking lot. Researchers should inform their participants of where to park prior to them arriving and ensure they are parked in the correct place before beginning. Cars parked in non-reserved spots without the proper Georgia Tech permit may receive a ticket.

CABI acknowledgements

17. For all presentations, posters, and manuscripts that arise from research conducted at CABI, please include an acknowledgment to CABI and, if a seed grant supported the study, include the specific award number.

PI agreement and contact information

I agree to adhere to the above CABI policies and procedures and will ensure compliance by all associated research personnel.

Principal Investigator:*(please print)*

Signature:

Date:

Email:

Phone number:

If at any time there is a study that needs to deviate from one of more of the above listed policies please email those requests to cabi-support@gatech.edu. This request should provide a detailed explanation of deviations and reasoning.