



GSU/GT Center for Advanced Brain Imaging Research Ramp-Up Checklist

Complete the following checklist in preparation for resuming research at CABI.

For questions or to submit forms, contact cabi-support@gatech.edu.

- ☐ **Safety Training:** View the [training video](#) regarding proper use of single-use masks and gloves. Update your annual MRI safety training by viewing the [ISMRM MR Safety Video](#) and submit an updated [CABI MR Screening Form](#). All research personnel must have a current MR screening form on file.
- ☐ **New Procedures:** Review the updated CABI COVID-19 procedures and screening forms at the new CABI [Read the Docs](#) page. Ensure that your protocols are consistent with the new policies and procedures. Check back regularly, as this site will contain the most up-to-date resources.
- ☐ **COINS Account:** Visit the [COINS website](#) to request an account using your institution email. On the homepage, click “Sign Up” to complete the registration form. Be sure that to click “I have a site” and select *Center for Advanced Brain Imaging* from the dropdown.
- ☐ **Study Registration:** PIs should complete the [COINS New Study Form](#) to register your current (and future) studies within the COINS system. Once the study has been registered you will be notified when it is available, with instructions on how to edit study user permissions and register participants.
- ☐ **Scheduling System:** Register as a user on the new [CABI scheduling system](#) using your institution email. Be sure to review the new COVID-19 related [scheduling policies](#). These will be updated as necessary.