



POLICY

Any research group utilizing the MRI Center facilities and/or services will need to request an electronic approval from the Director of the 3T MR Research Center through the myProposals system located on the ORS website.

PROCEDURE

1. Log on to the myProposals system found on the ORS website.
2. Under the **Compliance** tab, please select the **Add compliance entry** button.
3. Click on the drop-down arrow within the **Type:** field, select **MRI Center (UIC Only)**, complete the remaining relevant fields, and click the **Add Entry** button.
4. Navigate to the **Approvals and Access** tab, click the **Add Approval** button, and search for and select the Director of MR Research by entering “**xjzhou**” in the NetID field.
5. Once located, click the radio button to select the approver for the “MRI Center” and click continue.
6. Select the appropriate role of “**Dean / Director – Document Level**” and click the **Add Permissions** button.
7. Once the approver has been added, click the **Edit** button under **Actions**.
8. Enter the **Reason** for adding the approver for the “MRI Center” as follows: **Director of Ctr. for MR Research for MRI usage.**
9. Enter the **Unit** using Chart and org code as follows: **2-828002 - Ctr for Magnetic Resonance Rsc-C (3T MRI Research-C).**
10. Click the **Save** button at the bottom of the screen.
11. Click on “**View in myResearch Portal**” at the top of the screen and check the **Notify** box next to **Zhou, Xiaohong** under **Approvals** and click the **Notify Selected** button.
12. Prior to obtaining the approval from the **Director of Center for MR Research**, the PI or his/her designee must contact the Research Manager of the Center for MR Research with regards to an MR Resource Agreement.

Sponsor: Director
Date: 04/20, rev 4