



Subject: MRI Center Approval (Formally signature on the PAF)

Policy: 10

Section: Research

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 and complete the relevant fields in order to add the 'MRI Center' to your proposal.
3. 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.
4. Once located, click the radio button to select the approver for the "MRI Center" and click continue.
5. Select the appropriate role of "**Dean / Director – Document Level**" and click the **Add Permissions** button.
6. Once the approver has been added, click the **Edit** button under **Actions**.
7. Enter the **Reason** for adding the approver for the "MRI Center" as follows: **Director of Ctr. for MR Research for MRI usage.**
8. Enter the **Unit** using Chart and three-digit org code as follows: **2-828 – Coll of Medicine at Chicago – Clin Sc-C (Ctr for Magnetic Resonance Rsc-C.**
9. Click the **Save** button at the bottom of the screen.
10. 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.
11. 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: Rev 3, 03/19