

## Center for MR Research – 3T

# Policy 10: Scheduling Subjects

It is the policy of the Center for MR Research to facilitate the scheduling of MR subjects by establishing a single scheduling policy.

### PROCEDURE

- A. All subjects must be scheduled via the PI's online scheduler account. The contact for scheduling accounts will be:

Michael Flannery, MR Research Manager  
Phone (312) 996-1251  
Email mpflanne@uic.edu

- B. You must meet the following requirements before an account will be created:

1. Have IRB approval for your study.
2. Submit a Budget Prep Form.
3. Sign and return the MR Budget Agreement.
4. Obtain MRI Center Approval through MyProposals Portal. See instructions listed above under "MyProposals -MRI Center Approval Instructions or on the MyProposals website (<https://myresearch.uillinois.edu/myResearchPortal/submissions>).
5. Submit a Data Request and Fund Transfer Form.

- C. The PI will be given login access to the online scheduling system once all forms are submitted to the 3T MR Research Program.

- D. Please follow the scheduling instructions found on the link below:

<http://chicago.medicine.uic.edu/research/cmrr/scheduling/>

- E. Prior to arrival, please refer to the MR Center parking policy located under "Facility" for specific parking instructions.

Sponsor: Director

Date: 5/20\_rev3