

## Center for MR Research – 3T

# Policy 1: Research Accounts

It is the policy of the Center for MR Research to manage the resources of the Center by requiring each investigator to set up a Research Account for each of their protocols.

### PROCEDURE

The forms and directions for setting up a Research Account may be found at the website for the Center for MR Research <https://chicago.medicine.uic.edu/departments/centers/center-magnetic-resonance-research/3t-program/documentation-and-tools/>.

- A. Submit the following documentation to the Research Manager Mike Flannery at [mpflanne@uic.edu](mailto:mpflanne@uic.edu):
  1. CMRR Budget Preparation Worksheet
  2. IRB protocol and approval number (state if it has been submitted but pending approval).
- B. A MR Resource Agreement will be created based upon the submitted Budget Prep data.
  1. The completed form will be emailed to the PI for approval and signature.
  2. Email the completed form back to Mike Flannery at [mpflanne@uic.edu](mailto:mpflanne@uic.edu).
  3. *All Pending Accounts expire after 12 months. If you have a Pending study that is awarded funding, PLEASE INFORM Mike Flannery ASAP in order to proceed creating your 3T Research account.*
  4. Any research group utilizing the MRI Center facilities and/or services will need to add "MRI Center Approval" within the ORS myProposals system to obtain the electronic approval signature from the Director of the 3T MR Research Program.
    - a. Please refer to the "MRI Center Approval" policy listed under Documentation for Investigators.
    - b. *You must have a signed MR Resource Agreement prior to obtaining the myProposals electronic signature.*
- C. All Research Accounts must have a Fund Transfer Form submitted.
  1. Complete and sign a "Research Imaging Fund Transfer Form".
  2. Email the completed form back to Mike Flannery at [mpflanne@uic.edu](mailto:mpflanne@uic.edu).
- D. All Research Accounts must have a Data Destination Request Form submitted.
  1. Complete and sign a "Data Destination Request Form".
  2. Email the completed form back to Mike Flannery at [mpflanne@uic.edu](mailto:mpflanne@uic.edu).
- E. The PI will be given login access to the online scheduling system once all forms are submitted to the 3T MR Research Program.

Sponsor: Director  
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