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