

Additional Information and Instructions

1. Research projects in CAMRD must undergo scientific, technical, and administrative review by CAMRD Scientific Review Committee. The committee consists of representatives from different specialties within the Radiology Department. The committee meets on the second Monday of each month.
2. For new projects, please submit the CAMRD project application, final versions of the study protocol, and imaging manual through this REDCap survey:
<https://redcap.duke.edu/redcap/surveys/?s=FJA9HHPDCT>
3. The PI and team will be informed by email of the committee's decision by the Friday following the monthly meeting.
4. To ensure technical feasibility of the MR protocol and proper technologist training, please provide a detailed MR protocol that describes the MR imaging parameters and series to be used. If specifics are not detailed in the imaging manual, they will need be provided by the PI.
5. The IRB (or IACUC) approval can be provisional when projects are submitted to the CAMRD Committee; however, the final IRB/IACUC approval is required prior to beginning study or project activities in CAMRD. [Note that in the case of animal studies, it is useful to discuss animal handling issues and particular species related procedures with the CAMRD Scientific Director, Dr. H. Cecil Charles by email cecil.charles@duke.edu or by phone at 919.684.7921.
6. The total charge per scan session can vary depending on the time and support needed. Funding availability does not impact scientific review but may be taken under consideration from an administrative standpoint.
7. Once the project has CAMRD Committee approval, IRB approval, a fund code, and an assigned CAMRD project number, study activities may begin. To schedule subjects or scanner time, please contact Jean Shafer or Raven Boykin at 919.684.7400 or CAMRD-technologists@dm.duke.edu, or refer to our website for more information:
<https://radiology.duke.edu/research/centers-and-shared-resources/center-for-advanced-magnetic-resonance-development/>
8. After each CAMRD scanning session, the research technologist will prepare a CD with imaging data in standard DICOM format. The data will have the 'Patients Name' set to the ID name/number supplied by the study team. However, the imaging metadata will contain the scan date, institution name and other potential protected health identifiers (PHI) described in HIPAA regulations.
9. If deidentified data is required for the study, it is the responsibility of the PI and her/his project team to perform the deidentification or to contract with one of the Duke laboratories (such as the Multi-D Lab, <https://radiology.duke.edu/research/labs/multi-dimensional-image-processing-laboratory/>) to have the data deidentified. Any software used for deidentification must be vetted by the Duke Security office.
10. Please acknowledge CAMRD in any presentations and/or publications.
11. Projects are typically approved for one year and can be renewed annually by completing the

renewal survey sent to main study contact listed on REDCap application. The renewal survey will be sent out to the main study contact 30 days prior to IRB expiration date listed in the application. If you do not receive an automated survey, please contact CAMRD-technologists@dm.duke.edu

12. If no renewal application is received by the Committee, it will be assumed that the project has been completed or closed.