## Additional Information and Instructions

1. Proposals for research time on the MR scanners in the Department of Radiology must undergo scientific, technical and administrative review by the Center for Advanced Magnetic Resonance Development (CAMRD) Scientific Review Committee. The committee consists of representatives from several different specialties within Radiology and meets on the second Monday of each month. The proposal must be submitted to the Committee by the last day of the preceding month. This will give the Committee, including a primary reviewer, a few days to review the proposal. The Committee prefers that proposals are submitted electronically to "camrd-admins@dm.duke.edu" as an attachment. The PI will be informed of the Committee's decision by e–mail no later than the Friday after the meeting.

2. Note that the project cannot be started until the PI has worked out a detailed MR protocol (technical review) that describes all of the MR imaging parameters and series to be used. This is to ensure technical feasibility of the MR pulse sequences and proper technologist training. It is advisable to review the technical details with the CAMRD Directors before submitting the proposal to the Committee.

3. Once the proposal has been reviewed and accepted by the Committee and has IRB approval, scheduling of research time on the MR scanners can begin. To schedule scanner time contact the CAMRD scheduler at (919) 684-7400. The PI does not need to have IRB (or IACUC) approval to submit the proposal to the CAMRD Scientific Review Committee but IRB (or IACUC) approval is required to begin the study. [Note that in the case of animal studies, it is useful to discuss animal handling issues with the CAMRD Directors--including particular species related procedures.]

4. If the project is funded through a grant, the grant application must be attached. Regardless, the project abstract and other information requested on this form must be completed. The grant abstract can be "cut and pasted" to the abstract section above, as long as the other information requested is added (i.e., overall goal, significance of research, type of study (pilot, NIH, industry sponsored), MRI pulse sequences to be used, total time expected for each MR session, number of sessions per week and number of subjects per year. Also include any special requirements including scheduling, equipment, filming, archiving or data transfer).

5. While it will be possible to conduct some pilot studies in CAMRD, the Scientific Review Committee expects that most of the studies will have funding to support scanner usage. The total charge per scan session can vary depending on the time and support needed. Current charge levels and/or budgetary charge levels for grants under preparation and charges for other support capabilities of CAMRD can be obtained from the CAMRD Directors or the Radiology Research webpages. Funding availability does not impact scientific review, but will be taken under consideration from an administrative standpoint due to limited CAMRD resources.

6. Projects are typically approved for one year and can be renewed by submitting a progress report and renewal application to the CAMRD Scientific Review Committee (obtained from CAMRD administrative support 919-684-7400). The resubmission must also include evidence of IRB renewal. If no renewal application is received by the Committee, it will be assumed that the project has been completed or canceled.

7. After each CAMRD scanning session for your approved CAMRD project, the research technologist will prepare a computer disk (CD/DVD) for you with your imaging data in standard DICOM format. The data will have the 'Patients Name' set to the ID name/number supplied by your project coordinator. However, the imaging metadata will still contain the scan date, institution name and other potential protected health identifiers (PHI) described in HIPAA regulations. 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/lab/multi-d-lab/ ) to have the data deidentified. Just as a friendly reminder, as per Duke Policy, if the project team chooses to use software they have developed or obtained, they must have such software vetted by the Duke Information Security Office. If the deidentification is being done using an external service (e.g. AGMednet, Inteleimage), such use must also be vetted by the Duke Information Security Office.