

I. Project Initiation:

Prospective researchers must submit project initiation paperwork to the MRF for approval. All documents should be submitted electronically to [MJ.Negahdar@louisville.edu](mailto: MJ.Negahdar@louisville.edu).

The application and approval process is as follows:

- 1) PI Contact information (name, phone number, email).
- 2) **Emergency Contact Information:** Contact information (name, cell phone number, email) of the research staff who will be present at the MR experiment.
- 3) **Research Project Description:** A 1-2 page research project description must be submitted.
- 4) A copy of the IRB Approval for Projects Involving Human Subjects if applicable
- 5) A copy of the IACUC Approval for Projects Involving Experimental Animals if applicable.
- 6) **Billing Information:** Departmental UBM or Financial Coordinator (point of contact) and Chartfield Speed type or Department Program account (reconciliation of MR Research Facility Utilization Charges).

II. Training Requirements: All individuals requiring access to the MRI facility for research and/or educational activities must attend a MRI safety training class and complete a facility training session.

III. Hours of operation: All scans must be performed between 9am-5pm, Monday through Friday.

IV. Human studies: All human studies must pass MR safety screening completed by a certified MR Technologist or under the supervision of a Radiologist. Prior to scanning, all implantable devices must be shown to be MRI safe according to the following website: MRI-safety.com. A MR certified technologist is available to support research studies between 11:30am and 3:30pm, Monday through Friday at the MR research facility through a contractual agreement between UofL Department of Radiology and Diagnostic Imaging at the University Hospital. All studies involving human subjects should be performed in those time slots.

V. Hourly rate: MR facility charges are consistent with the average regional hourly rate and are based upon total facility utilization time, including set up, scan duration, and clean up. The hourly rate is \$575. Effective July 1st, 2022, the facility hourly rate will be \$625

VI. Research personnel:

- Do not go into the magnet room without prior approval from a MRF staff.
- No food and drink in the MR control room.
- Use the waiting room for your emergency phone call.
- Wear shoe covers at all times inside the magnet room.

- Due to space limitation, no more than two people from a research team (designated by PI) are allowed to stay inside the control room during the MR scan.
- Do not enter the waiting room during the consenting/screening of the human subject in order to respect the privacy of the subject.