

## Standard Operating Procedures for Initiating MRRC DATA Collection

Questions regarding initiating a new project using the MRRC facilities requires several steps. Once an IRB/IACUC application is approved to cover the related research, investigators are encouraged to contact the MRRC staff to discuss your research. Current fees for use are described on the MRRC web site (Center-Use page, see below). All use of the MRRC is managed through the ILABS web site, with patient use confirmed by email ([MRRC3TSchedule@einsteinmed.org](mailto:MRRC3TSchedule@einsteinmed.org)) or by calling (718) 430-3390 after your project has been approved and a project ID has been assigned to your research. The necessary steps and consideration for initiating and progressing your research are outlined below.

### A. Obtain the Necessary Research Approvals:

- a. Human Research Projects must be covered by IRB
  - i. Submit to IRB # =
  - ii. Consent and IRB must be on file with MRRC
- b. Animal Projects must be covered by IACUC
  - i. Submit to IACUC # =
  - ii. IACUC form must be on file with MRRC
- c. Clinical Exam 'Extra Acquisition' study
  - i. If data will be pushed to cluster for processing, and IRB is required
  - ii. If data is to be carried on CD, bring your CD
  - iii. Consent and IRB must be on file with MRRC

### B. Meet with MRRC staff to initiate your research MRI protocol

- a. Review Procedures on the MRRC web page
  - i. See "Center Use" page: <https://einsteinmed.org/centers/gruss-magnetic-resonance-research/center-use/>
  - ii. Download and complete the MRRC application: [https://einsteinmed.org/uploadedFiles/Centers/MRRC/MRRC-application-2019\(1\).docx](https://einsteinmed.org/uploadedFiles/Centers/MRRC/MRRC-application-2019(1).docx)
  - iii. Complete the MRRC application / protocol
    1. Who are the contact and related personnel?
    2. What MRI sequences are required?
    3. What is the anticipated use (frequency and duration)
    4. Who are the involved personal responsible for:
      - a. Subject Recruitment
      - b. Subject Management
      - c. Data Base Maintenance and Tracking
    5. What are the projected costs and funding mechanism?
    6. Submit the application to Mr. Assim Yacoob ([assim.yacoob@einsteinmed.org](mailto:assim.yacoob@einsteinmed.org))
  - iv. MRRC application will be reviewed and approved

### C. Determine what additional resources are required

- a. EPRIME? (MRRC can provide access to EPRIME but NOT training)
- b. Presentation (same as EPRIME)
- c. Auditory and Visual Presentation

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### D. Request access to ILABS

- a. Contact ILABS via <https://einsteinmed.org/research/shared-facilities/ilab/> or email Mr. Brian Pelowski ([brian.pelowski@einsteinmed.org](mailto:brian.pelowski@einsteinmed.org)) for access.
- b. Required for delineation of the billing pathway
- c. Required for access to the MRRC Calendar
- d. Required for access to MRRC facilities and to order services

### E. Determine where you will save the acquired image data

- a. Einstein Cluster
  - i. Request access via Shailesh Shenoy ([Shailesh.shenoy@einstienmed.org](mailto:Shailesh.shenoy@einstienmed.org), 718.430.3232 )
  - ii. Request a directory in /home/PIname/Project#
  - iii. Request data push from MRRC system to Einstein Cluster
    1. Meet with Dr. Roman Fleysher ([roman.fleysher@einsteinmed.org](mailto:roman.fleysher@einsteinmed.org))
    2. Requires a pipeline be constructed based on a FIXED Exam card
- b. CD writes (request at MRI from MR technologist) - bring your CD
- c. USB writes (request at MRI from MR Technologist) - bring your USB

### F. Determine who will be processing the acquired data

- a. MRRC
  - i. Meet with MRRC staff (Roman Fleysher, Craig Branch, Mark Wagshul)
  - ii. Outline the required data processing in ILABS
  - iii. Identify Funding Source to support analysis
- b. Investigator Initiated (insure all individuals are on the IRB protocol)
  - i. Who are the project postdoctoral and other students?
  - ii. Who are the project technical staff?

### G. Initiate your project

- a. Acquire/consent a subject
- b. Schedule your study at the MRRC
- c. Accompany your subject to the MRRC
- d. Collect your data (or request that the data push be initiated as previously arranged)
- e. Process your data

### H. Notes:

- a. Human Subjects will typically receive an 'incidental read' of their MRI data. The investigator will only be notified if a significant finding requiring further assessment is identified, otherwise 'no significant findings' will be recorded. A report is always entered into EPIC.
- b. All research subjects MUST be accompanied by someone from the research team. This is a requirement of the approves safety protocol.
- c. Daily animal charges are always deferred to the investigators account while animals are held in the MRRC.