



Center for Imaging Research Operational Procedure

STUDY MANAGEMENT

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.7

Applies to: Investigators, study personnel, MRI staff.

PURPOSE:

Effectively integrate and orient principal investigators and study team members who are beginning new research projects at the Center for Imaging Research. This process ensures that individuals understand the expectations, operating procedures, and guidelines; are informed about resources available to them during the study, such as databases, software, or experts they can consult, etc.

DEFINITIONS:

POLICY:

- A. Onboarding New Studies
 - All study teams looking to start a new project at the CIR must submit an “Imaging Request” or “Clinical Trial Imaging Request” form in iLab.
 - The imaging request form must be submitted 30 days prior to scheduling time on a scanner.
 - After submitting your request an onboarding meeting will be set up between your study team and CIR faculty/staff.
- B. Ongoing Study Management
 - Enhanced documentation of protocol with internal tracking
 - Each protocol will have a standardized “Scan Sheet” for each system on which it runs.
 - Technologists will follow the scan sheet.
 - The study team can have access to the scan sheet
 - Normalization of study, exam, and series names and descriptions
 - Facilitates center workflows, radiologist overreads (if happening), archiving management, and automated processing workflows.
 - Registering protocol changes and cleaning up previous protocols
 - Changes made to protocols will be updated in “Scan Sheets” and backed up on system management software.
 - Deprecated protocols will be removed from the systems following archival.

PROCEDURES:

- A. The Imaging Request form can be found and submitted under the “Request Services” tab in iLab or at the links below.
 - a. [Imaging Request](#)
 - b. [Clinical Trial Imaging Request](#)

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Revision History: