Important Notes

Investigators who would like to use MCW MRI scanners for research purposes must obtain approval from the MRI Safety Committee. Moreover, the investigator may need to obtain approval from additional safety committees, from the Institutional Review Board (IRB) if human subjects will be involved, and the Institutional Animal Care & Use Committee (IACUC) if animals will be involved. Approval is also needed from the Center for Imaging Research if MCW scanners are requested. For more information please visit Working with MRI.

Investigators proposing to use MRI scanners located at Froedtert Hospital, Children’s Hospital of Wisconsin or other affiliated sites must obtain approval from those authorities.

MRI Safety Training is required for Principal Investigators, study team personnel and other staff working with MCW MRI scanners.

Index of Process Maps

MRI Safety Committee Approval

Submit form; preliminary review → Phase 2 (Change(s) needed (when applicable)) → Approval

Phase 1

MRI Safety Training

MRI Safety Training Registration → MRI Safety Training → CIR Registration

Using animals in your research?

You must obtain any safety committee approvals before an animal study can be approved, but you may submit safety committee applications concurrent to animal study applications.

View animal research approval process here

Conducting human research?

With few exceptions, any safety committee approvals must be obtained before a human study is reviewed for approval.

View human research approval process here

Glossary

AC – Administrative Coordinator
CIR – MCW Center for Imaging Research
D2L – MCW online education & training system
eBridge – online system for routing approvals
IACUC – Institutional Animal Care and Use Committee
IRB – Institutional Review Board
LMS – Learning Management System used by MCW for education & training
MRI – Magnetic Resonance Imaging
PI – Principal Investigator
PM – Program Manager
PRO – Human subject research protocol
MRI safety approval

**Phase 1**

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**PI**

1. Start
2. Complete appropriate MRI Safety Form
3. Submit form
4. From Phase 2

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**Admin. Coord. (AC)**

1. Receive form
2. Upload forms to Box
3. Send email notification to MRI Safety Committee

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**MRI Safety Committee Chair**

1. Receive notification
2. Review form
3. Change(s) needed?
   - Yes
     - Notify Program Manager (PM) of required change(s)
   - No
     - Determine whether eligible for expedited review
     - Yes
       - To Phase 2
       - Skip Phase 2; Go to Phase 3
     - No
       - To Phase 2

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Instructions in eBridge explain that studies using Standard of Care Imaging are exempt - form should not be submitted.

Once in Box, the form is available for all committee members to review.
MRI safety approval

**Phase 2**

From Phase 1

Program Manager

- Receive notification change(s) required
- Send request for change(s) to PI
- Notify AC II to release study in eBridge so PI can modify

Release study in eBridge

- Receive notification
- Study released

AC II

- Receive request for change(s)
- Wait for study to be released

eBridge

- Revise form
- Submit form
- Back to Guide

PI

- Revise form
- Submit form
- Back to Guide

- Back to Phase 1
Study is eligible for expedited review if the patient population is not vulnerable or standard MRI imaging is used.

No

Add study to agenda

Wait until one week before monthly meeting

Send agenda to committee members

Move from In Progress folder to Approved folder in Box

End

Yes

Approve study

Sign form letter in Box

Study to be added to agenda for next committee meeting

Receive agenda

Review study

Convene & discuss

Sign form letter in Box

Change(s) needed?

Yes

Notify PM change(s) needed

Study approved

To Phase 2

No

Study remains available for review

Post comments in Box?

Full Committee

AC

Chair & Program Manager

From Phase 1

Study eligible for expedited review?

No

No

Yes

Yes

MRI safety approval

Phase 3

Revised 9.20.18
Complete MRI Safety Training Application

All members of the Study Staff including the PI must complete training

eBridge is used to track required training

Receive request

Confirm/set up credentials (Create Active Directory)

Send email notifying credentials are in place

Receive notification

Send request to create D2L account

Send request to confirm or set up eBridge credentials

Receive application

Send request to confirm or set up eBridge credentials

Receive notification

Send request to create D2L account

Receive information

Create D2L account

Link D2L account to active directory

Email notification that D2L account is set up
MRI safety approval

From MRI Safety Training Registration

Complete Introduction to MRI Safety Training course on D2L

Take quiz

Score 80% or higher?

Yes

Pass quiz

Email/phone Program Manager to schedule classroom training

No

Complete Post Classroom activities

Take final exam

Score 80% or higher?

Yes

Attend classroom training

Take exam

Obtain OCRICC training

No

Obtain CHW training

Froedtert

Location of MRI for research

CHW

MCW

Receive request to schedule

Schedule classroom training

Provide classroom training

Score 80% or higher?

Yes

To CIR Registration

Back to Guide
Work with PI to ensure documentation is received and necessary forms are processed

Send email confirming registration & provide login credentials

Receive scheduling login credentials

Schedule MRI use → End

Work with CIR to Setup Your Protocol

Wait for IRB/IACUC approval

From MRI Safety Training