The Mind RESEARCH NETWORK
FOR NEURODIAGNOSTIC DISCOVERY

SCAN OPERATIONS
Procedures for use of Scan Facilities

The Mind Research Network (MRN) offers investigators the ability to facilitate a study, build research data for grant applications, and enhance ongoing research projects with Magnetic Resonance Imaging (MRI) and magnetoencephalography (MEG) brain imaging. Below outlines the procedures to utilize these resources for your research needs.
RESOURCES: 1.5T Siemens MRI scanner, 3T Siemens MRI scanner, 275 channel CTF whole scalp MEG scanner, 128 channel biosemi EEG system.
Email the Administrator at mailto:scanadmin@mrn.org for questions or information requests.

GENERAL INFORMATION

- Contact the MRN Scan Administrator (Administrator) for information on use of scan facilities. You will be provided with general information on scanners, forms and pricing schedule, and scan operation policies such as safety and scheduling by email or mail. For MRN employees, all information is posted and available on the intranet.
- The MRN has expert personnel in the area of scan research. They can be a resource to help determine scan capabilities, study feasibility, and other technical issues.If you have questions or need consulting from these MR scientists, contact the Administrator who can direct you to the appropriate scientist. For other than *de minimus* consulting, these professional services are available for an hourly fee.

ACCESSING THE SCANNERS

INVESTIGATOR REQUESTING FREE SCANS (funded by MRN):

- If free scanner time is being requested, the Principal Investigator (PI) should review the *Research Review Policy* and complete the MRN *Request for Free Services* form, along with all requested documentation, to the Administrator. The MRN Research Review Committee (MRRC) will review the project for merit, relevance to MRN objectives, and potential for grant funding. The PI will be notified by email on acceptance or rejection of application. Rejections will be accompanied with educational feedback from the MRRC.
- Once the project has been accepted, the PI should follow the procedures outlined below for a funded study.

INVESTIGATOR WITH SECURED FUNDING SOURCE:

- The Primary Investigator (PI) should complete the *Scan Services Request Form –Research* and return to the Administrator along with the study proposal and IRB approval letter. A MR Research Scientist may review the proposal to verify feasibility of study as it relates to MIND resources.
- The Administrator will contact the PI upon acceptance of the study (which is based on the ability of MRN to fulfill the study obligation) and provide forms and directions to complete the prerequisite requirements. These requirements include:
  Funding-
  - A purchase order for the full amount of the services should be issued to The MIND Institute before scheduling can begin. Provide this purchase order to the Scan Administrator as soon as received. A check is also accepted at time of service, if a purchase order is not available. The Administrator can provide an itemized quote for all services, which are also published on the *Scan Operations Price Schedule*. Be sure to include all necessary supplies (such as contrast) and professional services in the total amount.

Safety-

- The PI and all research personnel who plan to perform or assist with imaging research activities on the MR scanners must complete the on-line safety module (https://portal.mind.unm.edu/scannercertification). Each person passing the test will receive certification via email. This certification is good for two years.
- The PI must read and sign the *Safety Policies for Imaging Researchers at The MIND Institute*, which is also valid for two years.

Scheduling-

- The PI must read and sign the *Scheduling Policy* which provides direction and policy on facility guidelines on scan operations.

Once the requirements above have been completed, the PI will be notified by the Administrator that they may begin scheduling subjects. All information for scheduling procedures and contact information is included in the Scheduling Policy.

DATA MANAGEMENT/ANALYSIS

- Data may be taken from the scan session by CD if the PI is not affiliated with The Mind Research Network and will not be doing any data analysis with MRN resources. All other data will be available through MRN facilities under the guidelines and regulation of the information technology department. For further information, contact the Administrator who will direct your inquiry to the appropriate personnel.

- All scans requiring a radiologist review will be reviewed by a MRN radiologist, which is charged separately for each scan, unless arrangements have been made otherwise.

- Additional data analysis is available from MRN personnel on an hourly basis. Contact the Administrator who can provide direction for personnel availability and fee information.

CONTACT INFORMATION

Scan Administrator	Konni Wallace	scanadmin@themindinstitute.org
Medical Director	John Phillips	jphillips@themindinstitute.org
Science Director	Vince Clark	vclark@themindinstitute.org
MRI Manager	Vince Calhoun	vcalhoun@themindinstitute.org
MEG Manager	Mike Weisend	mweisend@themindinstitute.org
IT Manager	Jeremy Lawrence	jlawrence@themindinstitute.org