

Investigator Handbook

A guide to conducting research at MRN



Introduction

MRN has tremendous resources dedicated to one purpose: allowing scientists to do the best work possible. In addition to state-of-the-art neuroimaging equipment and a full genetics laboratory, MRN offers an array of infrastructural support such as highly-secure computer systems and automated data analysis pipelines, consultations with staff scientists, an experienced administration and a research operations division that works closely with the Institutional Review Board (IRB). In sum, there is likely no better place for a scientist to conduct neuroimaging research.

The information contained in this handbook applies to investigators who have external funding through MRN. It is designed to provide you with general information about the organization, and provide specific guidance on how to get a new research study up and running.

As part of supporting the best possible science at MRN, it is important that all activity is in compliance with federal, state and professional guidelines. Safety is critical and following ethical principles is essential. Please read this handbook carefully and keep it for future reference. You are responsible for reading, understanding, and complying with the provisions of this handbook, as well as all policies, procedures and guidelines located on the intranet at (<https://sites.google.com/a/mrn.org/intranet/Home/policies>).

If you have questions about conducting research at MRN or need other assistance, please do not hesitate to contact Research Operations at researchops@mrn.org or (505) 307-8325.

Table of Contents

Introduction	1
Table of Contents	3
Getting to Know Us	6
Mission Statement	6
Professional Conduct and MRN Policies	6
Research Operations	6
New Study Setup	6
Study Transfer or Study Closure	6
Institutional Review Board (IRB) Approval	6
Research Participants	7
Participant Recruitment Strategies	7
Volunteers and Collaborators	7
Principal Investigator Memorandum of Agreement	7
Scientific Publications	7
Knowledge Tree	8
Neuroinformatics Tools	8
Scan Billing	9
Scheduling and Calendar Access	9
Information Technology (IT)	10
Network User Accounts	10
Network Attached Storage	10
IT Support	11
Email	11
Virtual Private Networks (VPN)	11
Analysis and Archive Space	11
Human Resources/Hiring	11
Job Requisition	11
Applications/Resumes	11
Interviewing	11
Making an Offer	11
New Hire Orientation	12
Employment Status: Exempt vs. Non-exempt	12
Staff Performance Reviews	12
PI Performance Reviews	12

Employee Action Form (EAF).....	12
Resignations/Terminations	13
<i>Accounting</i>	13
Timekeeping.....	13
Participant Payment Process.....	13
Scan Billing	14
<i>Budget Management</i>	14
Direct Awards	14
Estimates to Complete.....	14
Pre-award/At-risk Spending.....	14
Revenue Projections	14
Purchasing.....	15
Travel.....	15
<i>Office of Research Contracts</i>	16
Proposals	16
Awards and Modifications.....	16
Sub-contracts/Sub-awards/Consulting Agreements.....	16
GRA Program.....	16
Monitoring of Percent Effort on Federally Funded Grants	16
Conflict of Interest.....	16
<i>Facilities</i>	17
Space Requests.....	17
Equipment.....	17
<i>Working Together</i>	17
Dress and Appearance	17
Confidential Information.....	17
Non-Disparagement.....	17
Workplace Anti-Harassment.....	18
<i>Health and Safety</i>	18
Smoke-Free Environment.....	18
Safety	18
Drug-Free Work Force	18
Accidents and Emergencies	19
Security.....	19
Violence-Free Workplace and Use/Possession of Deadly Weapons	19
Theft.....	19
Export Control.....	19

Classified Research.....	20
<i>General Information</i>	20
Facility Access and Visitors	20
Parking	20
Lockers	20
Consent for Photography/Videotaping/News Media.....	20
Training Requirements	20
Important Contacts.....	21
<i>Important References</i>	21

Getting to Know Us

Mission Statement

The Mind Research Network is dedicated to the discovery and advancement of clinical solutions for the prevention, diagnosis, and treatment of mental illness and other brain disorders.

Professional Conduct and MRN Policies

MRN is committed to integrity, ethical behavior and professionalism in all areas. It is MRN policy to comply with all federal, state, and local laws and regulations that govern the conduct of its business.

Policies, procedures and generally accepted standards of conduct are necessary for the orderly operation of MRN and for the benefit and protection of the rights and safety of all research participants, visitors and employees. These policies are an important part of the internal control structure and help promote effective business controls. Policies are available on the intranet at: <https://sites.google.com/a/mrn.org/intranet/Home/policies>. Any person who violates a policy, procedure or standard of conduct may be given a warning that a repeat violation will result in termination of employment and/or research privileges. Exemptions to MRN policy can be granted if the request falls within an individual's specific job responsibilities and is of scientific merit. Contact Research Operations at ResearchOps@mrn.org for more information.

Research Operations

New Study Setup

Initiating a new study at MRN requires a multi-faceted planning process. It begins with MRN [Departmental Review](#) and IRB review and approval. This is followed by a New Study Planning meeting, new user account setup, COINS study set up, training verification for research staff, creation of scanner protocol(s) and analysis plan, data space requests, and scanner logistics (access to scheduling calendars, email groups, scan credits). More information with step-by-step instructions on how to set up your study can be found on the intranet at: <https://sites.google.com/a/mrn.org/research-operations/home/study-information/new-study-setup>.

In order to initiate the new study setup process, contact [MRN Research Operations](#) or visit the intranet.

Study Transfer or Study Closure

If you are transferring a study from another institution, please coordinate with Research Operations and Office of Research Contracts (ORC) to ensure all steps are completed properly with the institutions, IRBs and funding agency. If you are closing a study, please refer to the [Study Closure Procedure](#) available on the intranet.

Institutional Review Board (IRB) Approval

All research conducted at MRN must be reviewed and approved by an accredited IRB. MRN has contracted with [several](#) IRBs for this purpose. Contact Research Operations for more information. Initial, continuing and amendment review fees should be appropriately budgeted in your grant proposals. Pre-award spending for IRB fees must be approved by ORC. There are IRB protocol and consent form templates available as a starting point to prepare your IRB paperwork. These can be found on the intranet at: <https://sites.google.com/a/mrn.org/research-operations/home/study-information/consent-form-hipaa-template>. Please note that the IRB typically requires submission of annual progress report at least 45 days prior to expiration of study approval.

If utilizing a commercial IRB, please contact Research Operations to ensure all required regulatory agreements are in place prior to commencing research activities. All Principal Investigators (PIs) must provide MRN Research Operations staff access to IRB submission and approval documents (via Knowledge Tree), including IRB applications, study protocols, informed consent documents and approval letters for all studies conducted at or in collaboration with MRN. These documents are kept current and updated at least annually (or more often, if significant changes are made). PIs agree to grant MRN and IRB personnel access to research records in the event of a compliance audit or other regulatory inquiry.

The MRN Medical Director (jphillips@mrn.org) must receive a copy of any adverse event report that is submitted to the IRB pertaining to research performed at MRN. Please [contact](#) the IRB of record for your study for more details on adverse event reporting. These incidents will be used by MRN to aid in the development of new policies and/or revision of current policies to ensure that any concerns or safety issues are addressed appropriately.

PIs who are not MRN employees and are not covered under another institution's Federalwide Assurance (FWA) must also sign an Individual Investigator Agreement in order to be covered under MRN's FWA. This policy can be found on the internet and at <http://www.mrn.org/collaborate/investigator/> (for external collaborators). MRN's Institutional Official (IO) is Dr. Robert Rubin, Chair, MRN Board of Trustees.

Research Participants

All research participants who are scanned (MEG, EEG or MRI) must be assigned an URSI (unique research subject identifier) using the COINS (Collaborative Informatics Neuroimaging Suite) database. This is essential to MRN's data analysis, data archiving and radiology review processes. More information regarding COINS is provided below.

At least one member of the research team must be present to greet and escort every research participant for the entirety of their visit. Scanning sessions for any unescorted participants will be cancelled. If family members are present, additional research staff must be available to escort them. Participants and their families must never be left unattended after hours. If you will be late in arriving to meet a scheduled participant, contact the clinic receptionist (505-925-4124) immediately to make alternative arrangements. It is recommended that you send participants appointment reminders (which are located on the [MRN Intranet](#)) prior to study visits, which provide them with maps to the facilities, directions for parking and study visit specific information (appointment time and contact person name).

Participant Recruitment Strategies

Recruitment of research participants for MRN studies is typically done through community advertising, such as flyers, brochures and web postings. Samples of IRB approved recruitment flyers are available for viewing at the clinic entrance, front desk or Research Operations office (#1012).

Please do not use the main MRN phone number (272-5028) in any study recruitment advertisements. It is important to use a phone number and email specific for the research team. You may also request a study specific MRN email address for recruitment purposes (ex:tbi@mrn.org). This can be done by submitting an [IT Support ticket](#).

Volunteers and Collaborators

If you have volunteers in your lab and/or external collaborators on your project that require access to MRN facilities or resources (such as COINS, LIMS, network/imaging data, scheduling calendars etc.), please have them visit the website at: <http://www.mrn.org/collaborate/how-to-work-with-us/> and complete the required paperwork and trainings found under the New User Access information link (Investigator Login info: user name: investigator; password: access).

Principal Investigator Memorandum of Agreement

In addition to training and IRB requirements, an *Investigator Memorandum of Agreement* exists to explain your responsibilities related to doing research at MRN, specifically in regards to MRN research policies and procedures. You will be asked to sign this MOA. This document can be found on the intranet or for external collaborators at: <http://www.mrn.org/collaborate/how-to-work-with-us/>.

Scientific Publications

When considering scientific publication, volunteers and collaborators will obtain a review and approval from their MRN mentor/collaborator for any information and/or data related to their MRN research and/or collaborations.

Knowledge Tree

Knowledge Tree (KT) is MRN's document management software. It allows for filing sharing and collaboration, secure online access, and advanced search and workflow functionalities. All current HRRC paperwork and approval documents must be stored in Knowledge Tree and remain accessible to MRN Research Operations staff. To have KT installed on your computer, submit an [IT Support Ticket](#). In addition to having the software installed, you will need to request permission to access a specific PI folder for you and your staff. KT can also be accessed via the internet at: <https://alexandria.mind.unm.edu/knowledgetree/login.php>.

Neuroinformatics Tools

The MRN NI Core Tool Suite offers an easily accessible and easy to use database that facilitates data storage, retrieval and sharing. COINS can import and store multitudes of data including image parameters, analysis parameters and results, clinical data and subject demographics. The MRN Meta-Portal is the web-based user interface from which users can access all of the COINS tools: MICIS, Assessment Manager, Query Builder, Portals, and MySecurity/CAS.

All studies MUST be set up in COINS, even if your study does not involve scanning. This is important for accountability purposes and institute research statistics.

Features:

1. **MICIS** (Medical Imaging Computer Information System) is the centralized database that controls many aspects of implementing and running a study at MRN. Participant enrollment in your study is done through MICIS by generating an URSI (unique research subject identifier). The participant enrollment feature provides assignment of a centralized HIPAA compliant study code and permits enrollment into one or more research protocols. MICIS will send the PI (and any other designee) notices 75 days and 60 days prior to study expiration (based on the date of IRB approval), as well as the day of expiration. Once the expiration date arrives, the study will be frozen in MICIS until renewal paperwork has been uploaded to Knowledge Tree and Research Operations has been notified to extend the study.

2. **Scanning Participants** (MRI, MEG, and behavioral data sources): The scanning service provides a capability for receiving and importing imaging data from MR scanners (fixed and mobile), as well as MEG, and also provides scan annotation and centralized management tools for behavioral data.

3. **Assessment Manager**: The web-based data entry feature of Assessment Manager provides an end-to-end system for double-entry of case report forms (such as clinical, socio-demographic, behavioral, or other paper-based assessments). The system permits conflict resolution of entries and export of entered data to the user's preferred statistical environment.

4. **CAS/MySecurity**: This feature allows PIs and Project Managers (PMs) to administer security of their own studies by resetting passwords and assigning study-specific roles to their research team. All NI-based permissions are study-specific and are determined by the PI. PIs and PMs can gain access to MySecurity by submitting a request to Research Operations. For details on what roles have access to what features, please click on the following link:

https://docs.google.com/a/mrn.org/present/view?id=0ASleR7s_i8afZGNuaDNtNzZfMTNjZ2g4ZG42dA&hl=en.

Note: new MICIS accounts cannot be set up through MySecurity and are processed by Research Operations once a request has been submitted through this link:

<https://spreadsheets.google.com/a/mrn.org/viewform?hl=en&formkey=dExQR2o4RmxPOHV6VUZGdldPdJYxWHc6MQ#gid=0>

5. **Tablet-based Electronic Data Capture**: The tablet-based electronic data capture service provides a remote clinical assessment capability. This functionality is a tablet pc-based desktop application for filling out case report forms in remote settings in real time. Raters may fill out and annotate responses and are made aware of errors and omissions prior to submitting data to MRN.

6. **Collaboratory Portals**: Large multi-site studies have the need of a central collaboratory for monitoring enrollment progress, scanning progress, quality assurance, document exchange, planning for

publications, etc. The MRN portals are customized to the needs of all studies (including small and single-site studies), and can be deployed to any study where this service is desired.

7. Data Querying, Sharing, and Mining: Any data placed into the NI tools should be easy to find, shared under appropriate permission, and exported for use in other analyses as needed. The tools also support ad-hoc querying of single and cross-site studies.

8. Neuroradiological review of anatomical imaging events: To comply with IRB requirements, all scans with readable images performed more than 6 months apart are reviewed by a neuroradiologist (scans for children ages 2 and under are reviewed 3 months apart). This is done via a web-based report that is automatically emailed to the PI and any designated person on the research team. This is set up at the time of new study initiation and can be modified/updated by contacting Research Operations. This service also helps monitor compliance so that all MRI scans are reviewed in a timely and consistent manner. Hard copies of the radiology reports are prepared and mailed to all participants who have had a review (unless alternative arrangements have been made between the PI and the Medical Director).

9. Administrative Tools: There are several useful tools available in COINS to help track subjects. Users can view a complete list of subjects in a study using the View Study Enrollment link. This list gives information on URSI, subject type, date enrolled, consent date, gender, ethnicity, race, age, and whether or not the subject agrees to share their data. From this list the user can also view more specific details about any given subject. Users can also view all of the scans associated with a study by using the List Scans feature. This tool lists URSI, subject type, label, scanner, visit, scan date, details, and rad. letter (if available for that scan). Also, there is a List Slots tool that offers an easy way for users to view the amount of scan credits they have remaining and the details of the scans on which they have already used credits.

For more information about the NI tools and features visit the Neuroinformatics website at <http://coins.mrn.org/>. For any further questions or training please contact Margaret King at mking@mrn.org.

Scan Billing

An important step in setting up a new study at MRN is to have ORC issue you a MRN charge code. Internally and externally funded studies follow different approval paths to receiving an MRN charge code.

Internal Funding Source (Grants awarded through MRN): Contact mrnofcres@mrn.org about the status of your internal funding source. Your MRN billing code will be sent to Research Operations when your internal funding source has been received and approved.

External Funding Source (Grants awarded through external institution, e.g. UNM, VA): All purchase orders for scans must be supported by a price quote from ORC. Please request a price quote by completing the online [form](#). Your MRN billing code will be sent to Research Operations when your purchase order has been received and approved.

Billing will be in half hour increments. Scan rates include the services of an MRI/MEG technician to run the scanner for you. In addition, MRI scan rates include a neuroradiologist review. For non-brain scans requiring a radiologist review, the review cost is not included in the hourly rate. The per-session fee for EEG does not include the services of an EEG technician and requires users to be responsible for full setup and cleanup. Additional supplies will be billed at actual cost plus applicable F&A. Rates are subject to change. If your study requires the use of MRI Contrast, there is a charge per vial of MRI contrast (in addition to the MRI Scan Rate). For questions, please contact ORC.

Scheduling and Calendar Access

Calendars: There are two Google calendars for the 3T Trio MR Scanner. The *3T MR Reserved Calendar* displays reserved slots for the 3T MR scanner. Researchers can request reserved slots on the 3T MR Reserved Calendar by using the *3T MR Reserved Slot Request Form* sent out before the start of each month. The 3T MR Reserved Calendar is modified at the beginning of each month. Please contact [Cathy Smith](#) if you have any questions about the 3T MR Reserved Calendar or reserved slots.

The second Google Calendar is the *3T MR Real Time Calendar*. This calendar is the main day-to-day calendar that is used by the MR Techs. You do not need to have a reserved slot on the 3T MR Reserved Calendar to have your study run on the MRN 3T MR scanner. You do need to have a scan session scheduled on the 3T MR Real

Time Calendar to have your study run on the MRN 3T scanner. Please contact [Diana South](#) if you have any questions about the 3T MR Real Time Calendar.

There are also Goggle calendars for the EEG, MEG, MEG prep room and MRN assessment rooms (1102A, 1102B, 1102C, 1102D, 1102E (therapy only)). These calendars allow you to see the availability of these resources and make reservations as needed. If you have questions about MEG/EEG, please contact [Megan Schendel](#).

72-Hour Rule: Although it may seem confusing to have two calendars for the 3T MR scanner, there is a distinct purpose for each calendar. By requesting a reserved slot on the 3T MR Reserved Calendar, you are promising to pay for that reserved slot, regardless of whether you end up actually using the reserved slot. In exchange for this promise to pay, you are given a reserved slot on the 3T MR Reserved Calendar that gives you priority over those studies without a reserved slot.

The 72-hour rule is meant to give reserved slots scheduled on the 3T MR Reserved Calendar priority to a certain scan slot on the 3T MR Real Time Calendar. The reserved study has up until 72 hours (including weekends) before the start of the scan slot to schedule a subject, at which point that scan slot on the 3T MR Real Time calendar becomes open to any study.

Request Forms: It is important to note that there are two different request forms that relate to the 3T MR Scanner. The first request form is the *Reserved Slot Request Form* (Scheduling). This request form is only to request a reserved slot on the 3T MR Reserved Calendar. It has nothing to do with the number of scan credits that you plan to purchase. This request form must be completed in order to receive a reserved slot on the next month's reserved calendar. This is the only time that you can request a reserved slot on the 3T MR Reserved Calendar during the month. This form only needs to be completed by new studies or any active study that would like to add, drop, or trade reserved slots from the previous month's reserved calendar.

The second request form is the [Scan Credit Request Form](#) (Billing). Scan credits function similar to a token. Scan credits have an effective date that can be set on the request form with an expiration date 30 days after the effective date. If you have requested reserved slots, please request scan credits with an effective date set to the first of the month to cover all of your reserved slots before the beginning of each month. If you have not requested Reserved Slots, please request scan credits at any time during the month. Once your scan session is complete, the MR tech will deduct the appropriate number of scan credits from your study's MICIS account. Purchasing a scan credit does not guarantee a reserved slot on the 3T MR Reserved calendar. You will not be allowed to scan a subject on the 3T MR scanner unless you have purchased enough scan credits in advance. Information about the number of Scan Credits used and the number of scan credits remaining is available in MICIS. You can also see the effective date and expiration date for your scan credits in MICIS. For questions regarding scan credits, please contact [Linda Petree](#).

Access to Calendars: To request access any of the MRN Google calendars, complete the [online request form](#). It is recommended that you create a new Google account the first time you attempt to access the calendars if you do not have an MRN.org Google account.

Information Technology (IT)

Network User Accounts

At the time of hire, a network user account will be created for you. You are responsible for your network user account. You will be asked to reset/change your password every six months. Do not share passwords or access. The confidentiality of our research data depends on your compliance!

Network Attached Storage

All MRN data is stored on Network Attached Storage (NAS). NAS has two components:

1. Home directories, which are only accessible to the user and should be used for personal files only;
2. File "Tree", which is a shared drive that stores departmental and research data. The "Tree" is accessible to everyone but access is controlled based on lab memberships. Each department has a directory (Research, Operations, IT, HR, etc.) and lab folders are access controlled by Principal Investigator.

IT Support

MRN uses a web based support portal and helpdesk. Support requests require a ticket to be submitted through the support portal at <http://support.mrn.org>. The portal has a Knowledge Base, which has ~70 support references, created by support professionals who have resolved issues for our customers. It is constantly updated, expanded, and refined to ensure that you have access to the very latest information.

Email

MRN email is through GoogleApps and is accessible anywhere. The links to MRN GoogleApps are as follows:

<http://start.mrn.org> – MRN Search Portal

<http://gmail.com> – MRN email (your user name is your full email address)

<http://docs.mrn.org> – MRN Shared Documents

<http://calendar.mrn.org> – MRN Shared Calendars

<http://sites.mrn.org> – MRN Intranet

Virtual Private Networks (VPN)

VPN gives users the ability to securely connect to the internal network over the internet. This is accomplished by creating what is essentially a tunnel between your computer and MRN so it acts as if you are plugged directly in at your desk. By activating your VPN connection you can gain access to internal resources such as analysis servers, network storage, COINS, etc.

Always remember that when you are done with your work to disconnect your VPN session before doing any personal browsing as you will be monitored the same as when you are on the company network.

Analysis and Archive Space

The amount of analysis space required for each study is determined during the New Study Planning meeting. The PI must monitor and keep track of analysis space needs. If additional analysis space is required, it may be requested by contacting Linda Petree at lpetree@mrn.org. Additional analysis space will only be granted if it is available. Archive space is automatically generated based on the scanner protocol.

Human Resources/Hiring

Job Requisition

An Employee Requisition (ER) is completed for all new positions created or for any vacancy which occurs. All ERs are submitted for approval and posted for a minimum of 5 days. During this time Human Resources (HR) and the Hiring Manager (HM) review the job description, salary, advertising sites and interviewing process. **It is the Hiring Manager's responsibility to submit support tickets for space and computer needs to facilities and IT.**

Applications/Resumes

All resumes and applications must come through the organization's website, www.mrn.org, which allows MRN to stay compliant with affirmative action requirements. Qualified applicants are forwarded to the hiring manager for the review and interviewing process.

Interviewing

HR typically conducts prescreen interviews on qualified applicants and submits the most qualified to the HM. HM schedules interviews, completes interview sheet/disposition and selects an applicant for hire.

Making an Offer

HM notifies HR which candidate they have selected. Salary, start date, relocation and any other details needed for the offer are discussed. HR contacts the applicant to extend an offer and schedule time for the applicant to sign offer letter, if accepted. HR schedules the new hire for the next orientation and sends a request to IT to set up a new user account.

New Hire Orientation

New Hire Orientation is held on the 1st and 3rd Mondays of every month from 9:00am – 12:30pm. Orientation includes:

- Policy overview
- Benefits overview
- IT overview (issuance of user accounts)
- Research Operations
- Facilities tour
- Completion of mandatory trainings (HR, HIPAA, FCOI)

Payroll is a separate online training. The payroll coordinator will contact the employee after their hire date to schedule a training time.

Employment Status: Exempt vs. Non-exempt

“Exempt” means exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). In order to qualify as “exempt,” a position must meet the requirements of the “duties test” and the “salary test” as determined by HR.

“Non-Exempt” means a position does not meet FLSA exemption tests and must be compensated at time and one-half the regular rate of pay for any hours worked over forty (40) in a week.

Under the law, it's the employee's actual duties that matter, not the title you assign. Keep in mind that it's acceptable to designate employees who are eligible for “exempt” status as non-exempt, as long as you pay them accordingly. This means that you need to pay these employees overtime for all hours worked over 40 per week. We cannot make the mistake of the reverse classification: it's never acceptable to classify non-exempt employees as “exempt” – no matter how compelling the reason for doing so. In the case of misclassification the “exempt” status could be lost and then result into back pay of overtime to every employee in the same position retroactive to date of misclassification.

Staff Performance Reviews

Annual performance reviews for staff are generally conducted in August. Performance reviews may also be conducted in the event of promotion, change in duties and responsibilities, or at any other time at management's discretion. All employees will complete a self-assessment which will be provided to his or her supervisor sufficiently in advance of the formal review. Review forms can be obtained from Human Resources.

PI Performance Reviews

Principal Investigator performance evaluations are conducted annually by the MRN CEO and President. All eligible PIs will be evaluated each year based on their performance in the previous calendar year on the following dimensions: 1) Peer reviewed grants using the NIH R01 grant as the benchmark; 2) Peer reviewed publications (first/senior author and co-author); 3) Regulatory and Administrative Compliance defined, respectively as (a) Compliance with all applicable federal and state regulations and legal and ethical research standards as outlined by the IRB and (b) Compliance with all MRN administrative and research policies and procedures (examples include but are not limited to developing and managing annual program budgets, attending mandatory meetings, and adherence to overall standards of conduct); 4) Documented service to MRN (including, but not limited to, active participation on MRN or relevant UNM committees, organization of or participation in MRN workshops, symposia, paper presentations, etc.), the scientific community and the general community; and 5) Active mentorship of junior PIs, post-docs, graduate students, and MRN staff.

Employee Action Form (EAF)

The EAF is used to notify HR and payroll of any employee related changes. Such changes include, address, phone number, job title, salary adjustments, change in level of effort/hours, etc. The Employee Action Form can be found on the intranet under the HR homepage. All EAFs should be submitted to the HR department for processing. EAF effective dates must coincide with the current or next payroll period start date (or a future start date). All EAFs are due to HR by noon on the Friday prior to the affected pay period. EAFs become part of an employee file.

Resignations/Terminations

HR will assist with processing employee resignations and terminations. If you are notified of a resignation, please ask the employee to submit a resignation letter to HR@mrn.org. You should also complete the [Separation Notification form](#). HR will contact the employee to set up an exit interview. The employee is provided an exit checklist that instructs them on how to return their phone, laptop, keys, badge etc. and must be brought to the exit interview. If a termination is necessary, please consult with HR as soon as possible to provide them with any performance management documentation you have available.

Accounting

Lovelace Respiratory Research Institute's (LRRRI) Accounting & Finance Department provides the following financial management services for the organization: payroll, accounts payable, billing, accounts receivable, budgeting, financial reporting, tax and compliance reporting, audits, post-award financial management, and indirect rate negotiation. Accounting & Finance policies, forms and other important information can be found on the intranet and also on the [MRN-LRRRI Portal](#).

Timekeeping

All MRN employees are required to maintain accurate time records for billing and payroll processes. Time is recorded electronically, through the Deltek Time and Expenses (T&E) system, and submitted on a bi-weekly basis.

MRN requests that timesheets be completed on a daily basis. Detailed time entry instructions are located on the [MRN-LRRRI portal](#).

Supervisors are responsible for verifying hours worked by an employee, the distribution of work hours to projects, and confirming the accuracy of the timesheet. Employees are required to sign their timesheet at the end of each pay period, allowing the supervisors to review with the option to either reject or approve the time as recorded. Rejected timesheets are to be corrected by the employee and resubmitted to the supervisor for final approval.

Payroll is processed based on the completed, signed, and approved timesheet. Once processed, a timesheet can no longer be edited by the employee or supervisor. If a correction needs to be made to a prior period timesheet, instructions can be found in the Power Point presentation on the [MRN-LRRRI portal](#). The employee and supervisor will be requested to sign and approve the edited timesheet once revisions are completed.

All leave should be accounted for and documented on an employee's timesheet in accordance with the appropriate leave policy. The *Request for Time Off* form is located Intranet. Requests for time off must be signed and approved by the employee's manager. If the absence is unplanned, a request form should be filled out upon an employee's return to work, otherwise leave should be scheduled in advance with his/her supervisor.

Participant Payment Process

The participant compensation petty cash fund is used to compensate individuals for participating in an MRN study, to reimburse participants for mileage to and from study/hotel and/or per diem, to purchase incidental supplies required for study use, and to purchase food and/or drinks necessary for participants. Petty cash funds may not be used to cash personal checks, make loans, reimburse or advance employee travel expenses, pay wages, provide floral tributes, prizes or awards, or to reimburse purchases made with a credit card. The maximum amount that can be obtained for a fund is \$500. If more than \$500 is needed at one time based on your study protocol, prior approval will need to be obtained by emailing pettycash@mrn.org.

Each study will have one designated primary petty cash custodian and one backup petty cash custodian. The primary custodian is responsible for maintaining and reconciling the cash fund. All primary and backup custodians must receive petty cash training before being allowed to handle the cash fund.

All requests to establish, replenish, and close a petty cash fund are to be emailed in excel format to pettycash@mrn.org for processing, and the subject line should read 'MRN Sensitive – Petty Cash. Please include 'Urgent Request' in the subject line if there is an emergency and the cash is needed outside of the regularly scheduled pick-up times.

There are three forms that will be used to manage the petty cash fund. The *Research Petty Cash Distribution Log* is used to track and account for cash distributed to other MRN employees. The Participant Compensation Receipt

Form is used to record the receipt of cash when given to a participant and should remain separate from participant research data. The *Research Payment Petty Cash Form/Request for Petty Cash form* is used to log cash distribution, request the replenishment of the fund, and close out the account.

All forms and detailed instructions on establishing, maintaining, reconciling, and closing a petty cash fund, are described in the Participant Payment Process on the [MRN Intranet](#).

Scan Billing

MRN uses a service center model for its scan billing where costs are collected in the service center and allocated to users of the service at a break-even rate. The award is charged for the number of scan hours used multiplied by the current service center scan rate. The amount charged to an award for its monthly scan activity can be found on the award's ODC report on the [MRN-LRRI portal](#). Please note that in order to keep scan costs affordable, MRN charges for all requested 3T scans whether used or not. Please also remember that 3T Scan requests have a 30 day expiration date. Scans requests that were used or have expired during the month will be charged to the appropriate award and will show on the current month's PSRs (internal users) or invoice (external users). It is important to remember this in order to make sure that there are enough funds remaining in the budget to account for both used scan requests and expired request that were not used.

Questions regarding Scan Billing should be directed to Linda Petree at lpetree@mrn.org.

Budget Management

Direct Awards

Once an award has been received, ORC will work with the PI to setup and assign an account number (charge number) and budget in the accounting system. PIs and their staff will use this account number to charge their labor, travel, consultants, scans, participant payments, and other allowable expenses that are within the period of performance (budget year) and scope of their awards.

All PI's are now able to access the PI package reports. The project reports are now available on the MRN intranet by logging into the [MRN/LRRI portal](#). The link is labeled "Finance Accounting Reports" which will take you to a pull down listing of all of your projects where you are listed as the PI or associated PM. Each project package includes a Project Status Report (PSR) with costs and labor, including hours, general ledger detail for the current month, commitments, and any open or closed deliverables. These reports should be reviewed once received in order to correct any issues that may be identified.

Estimates to Complete

PIs can and should request an Estimate to Complete analysis of their award in order to complete their annual progress report or at any time during the period of performance.

Pre-award/At-risk Spending

Under certain circumstances, spending on an award prior to receipt of the award may be authorized. This requires approval of the CFO. A PI should work with their Contract Administrator to request to spend funds prior to receipt of the award.

Typically, at-risk spending is only authorized if you have received a Just-in-Time notification on a new award or have a high level of confidence that a subaward will be issued soon. Because of NIH's 90 day pre-award spending rule we cannot authorize costs too far in advance of receiving the award.

Pre-award funds are generally used for IRB costs but can be used for labor and other costs if approved.

Revenue Projections

Once a year PIs are asked to provide input into the MRN's Annual Organizational Budget by projecting their monthly spending by direct cost category (labor & non labor) for each of their awards. This input is used to determine what our F&A Pool expenses and rates should be at the end of the next calendar year. F&A Pool expenses include Bid & Proposal costs, PI Indirect budgets, rent, IT, and other administration costs. Input from PIs for revenue projections generally takes place around May of each year.

Purchasing

- All orders will be placed using a Purchase Requisition Form.
- MRN employees should not purchase anything out of pocket.
- All regularly used vendors and product orders over \$500 will require a purchase order.
- All services require a purchase order.
- For small purchases, one time orders or immediate orders contact Erika Anderson (eanderson@mrn.org) prior to submitting your request.

Purchasing Process:

1. Go to: **MRN Intranet-> Forms-> Finance and Accounting-> MRN-Purchase Requisition Form** and download the new form.
2. Complete all required fields and submit by email to Jeanne Klein (LRRI Purchasing) at jklein@lrri.org
3. The order will then be reviewed and placed per instructions given on Purchase Requisition Form.
4. Once the order has been placed, the requestor will receive an email with an expected time of arrival and a copy of the order (MRN Admin- Cynthia will be cc'd as well). All Products will be shipped directly to MRN, **ATTN: [Your Name Here]**.
5. When the order is received, please verify it is correct and scan or provide the original packing slip to Cynthia Holmes (cholmes@mrn.org). This will serve as the approval for the product and payment will be submitted.
6. For Services, Yvonne Luna (LRRI Accounts Payable) will email the requestor directly for approval to verify the completion of the work.
7. All invoices will be sent directly to LRRI Accounts Payable.

*** If there are any concerns or problems with the order, contact Cynthia immediately; she will contact Jeanne Klein directly to correct the error. Do not contact the vendor yourself.**

For any questions regarding the purchasing process, feel free to contact:

Operations Assistant: Erika Anderson- eanderson@mrn.org or (505)552-8630

MRN Admin: Cynthia Holmes- cholmes@mrn.org or (505)272-5028

Purchasing Dept: Jeanne Klein- jklein@lrri.org or (505)348-9447

Accounts Payable: Yvonne Luna- yluna@lrri.org or (505)348-9372

Travel

The MRN Travel Policy including specific travel reimbursement guidelines is located on the [Intranet](#). Reference this policy prior to traveling for MRN related activities. Important items to note:

- Airfare, hotel and conference fee purchases should be purchased using the MRN corporate credit card, when possible. Please email Erika Anderson for more information. For out of pocket travel expenditures (except per diem meals) such as taxi, luggage fees, rental cars, etc., original itemized receipts must be submitted. Receipts are not required for mileage.
- Travelers must use the lowest logical airfare for business travel without regard to personal gain from the airline, hotel or rental car mileage upgrade and bonus programs. Travelers are encouraged to plan their travel far enough in advance to obtain the lowest available airfare. Fees for ticket changes for air travel will not be reimbursed unless change was made for business related reasons.
- When an overnight stay is required, a per diem for meals and incidental expenses is reimbursed. Partial per diems are reimbursed for the first and last days of travel at 75%. Per diem will not be paid for meals that are provided as part of the seminar, conference or business meeting. A continental breakfast provided by the seminar, meeting or hotel is not considered a meal. The breakdown of per diem coverage for meals can be found at www.gsa.gov/perdiem.
- A travel advance may be requested for out-of-pocket expenditures made in advance of travel. Typically, these include airfare booked well in advance of the trip to take advantage of lower rates, conference fees or deposits for accommodations, if not booked using the corporate credit card. Requests should be submitted on the *MRN Travel Form*.

Detailed instructions are contained in the MRN Travel Policy. The *Travel Reimbursement Form* can be found on the Intranet at: <https://sites.google.com/a/mrn.org/intranet/Home/forms>.

Office of Research Contracts

ORC information, including contact information and all ORC forms, can be found at the following site: <https://sites.google.com/a/mrn.org/office-of-research/>.

Proposals

ORC will assist you with solicitation (RFP/RFA) review of funding agency instructions and policies, the preparation of (non-scientific) proposal materials (i.e. budgets, resource allocation, etc.), and the submission of the final proposal. Due to changes at NIH, all proposal must be submitted to ORC no later than 96 hours (4 days) prior to the submission due date. This time frame will allow ORC to get your proposal submitted, NIH to compile the proposal, and will give you sufficient time to review and or make corrections before the submission deadline. If you have subawards to other organizations included in your proposal, you must allow sufficient time for them to submit their applications (typically 10 business days prior to submission deadline).

Awards and Modifications

ORC also assists with Post-Award compliance of awards including negotiation and execution, grant transfers to/from MRN, submission of reporting (financial, annual, final) according to award terms and conditions, and initiation and processing of risk funding (if required). NIH Progress Reports must be submitted to ORC at least 48 hours before they are due to NIH. Contact mrnofcres@mrn.org information.

Sub-contracts/Sub-awards/Consulting Agreements

Initiation, negotiation and execution of all sub-awards and consulting agreements go through ORC, who will also perform sub-recipient monitoring of compliance issues (invoicing, etc.). They will also work with you to do modifications of sub-awards for increases, decreases, changes in terms, or terminations.

GRA Program

ORC manages the Graduate Research Assistant (GRA) program between MRN and other institutions. All requests must be processed through ORC using the *New or Continuing Research Assistantship Form*. There is a written procedure for GRAs who are paid at UNM by funds from an MRN grant. The procedure and form are located on the [intranet](#). This process must be initiated well in advance of the expected start date. All required hiring documentation must be submitted to ORC by the following dates:

Fall Semester	No later than July 1
Spring Semester	No later than December 1
Summer	No later than April 1

Please coordinate requests for network access, MRN email or computer hardware for a new GRA with Research Operations.

Monitoring of Percent Effort on Federally Funded Grants

ORC can assist you with effort reporting. The Department of Health and Human Services (DHHS) has specific policies related to effort reporting for federally funded grants. Overlap of support is not permitted, whether it is scientific, budgetary, or commitment overlap. Commitment overlap occurs when a person's time commitment exceeds 100 percent or 12 person months, whether or not salary support is requested in the application. While information on other support is only requested for senior/key personnel, no individuals on a project may have commitments in excess of 100 percent or 12 person months. For more information, please visit the DHHS website at: http://128.231.74.189/grants/policy/person_months_faqs.htm.

Conflict of Interest

The ultimate goal of a conflict of interest policy is to protect the integrity and credibility of activities related to research and to maintain public trust and confidence in MRN and its employees. Conflicts of interest may be financial or situational in nature. Prior to participating in a research activity, anyone having a significant financial interest or conflict of commitment related to their institutional responsibilities must report per the MRN Conflict of Interest and Commitment policy. It is the responsibility of each employee to identify and disclose potential conflicts

of interest and conflict of commitment to their supervisor. Supervisors will work with the Institutional Official (IO) and other MRN management, as needed, to manage or resolve the conflict and create appropriate documentation. All investigators must complete Financial Conflicts of Interest (FCOI) training at time of hire and then every four years.

Facilities

Space Requests

If you require additional office space to accommodate a new or growing research lab, please complete the [MRN Space Request Form](#) located on the intranet. Your request will be reviewed by the Facilities Director. Every effort will be made to accommodate your request. If you require changes to existing office or conference room set up, submit a facilities support request ticket at <http://support.mrn.org/ics/support/default.asp?deptID=9125>.

MRN has several conference rooms available for meetings. To reserve a conference room, please contact [Cynthia Holmes](#) at <mailto:cholmes@mrn.org>.

Equipment

In order to obtain computer and other IT equipment (e.g. docking station, monitor, etc), submit a ticket at <http://support.mrn.org> for hardware specifying the equipment needed.

If you would like to request office equipment (e.g. desk, chair, bookshelf, filing cabinet), submit a ticket at <http://support.mrn.org> for facilities. The request will be routed to the Facilities Department who will contact you to determine your needs.

Working Together

Dress and Appearance

MRN's business image is important and our employees and affiliates should maintain standards of dress and appearance appropriate to the organization as a whole and to the responsibilities of their individual position. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image of MRN. Therefore, employees, collaborators and volunteers are expected to dress in attire appropriate to the business environment and to behave in a professional and businesslike manner at all times in order to best represent MRN.

Confidential Information

Confidential information is defined as any item that is valuable, special and unique property of MRN. Confidential information shall mean any non-public information, whether developed by MRN or disclosed to MRN by a collaborator or affiliate (individual or institution), customer, business partner, etc. on a confidential basis and can be in any form and on any medium, whether written or otherwise tangible. Confidential information consists of proprietary information and information that is not generally available to the public and gives one who uses it an advantage over competition. Confidential information may include methods, products, trade secrets, formulae, resources, databases, internal office structure, personnel, financial data, price lists, technical data and information, marketing, marketing research and practices, business plans, prospects, client/customer/research participant lists of MRN, and personal or financial information concerning customers. Confidential information can be in any form and on any medium, whether written or otherwise tangible. Any person with access to confidential information, including research participant information and/or data, will protect the confidential and proprietary nature of such information.

It is the responsibility of MRN and all employees, volunteers and collaborators to regard information about research participants as confidential. While you may handle confidential information (participant information, medical records, etc.) on a daily basis, carelessness or thoughtlessness leading to the release of such information is unethical, constitutes poor public relations, and could involve the offender and MRN in legal action. MRN retains the right to monitor and/or review collaborator access to MRN information (electronic or written). Please refer to the Information Security Policy.

Non-Disparagement

Volunteer and collaborators agree to not engage in any disparaging communications, or make any exaggerated or false claims or any misrepresentations about MRN, its collaborators or affiliates (individual or institution), customers, or

business partners to any third parties either in private, or to the public whether in a public venue, public demonstration or to the media.

Workplace Anti-Harassment

MRN is committed to maintaining a work environment that is free from discrimination. In keeping with this commitment, we will not tolerate discriminatory harassment of employees by anyone, including any supervisor, co-worker, vendor, client, affiliate, consultant, collaborator, volunteer or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as color, disability, gender, national origin, race, religion, or other legally protected status. MRN will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

MRN will investigate all harassment complaints thoroughly and promptly. To the fullest extent practical, MRN will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, corrective action will be taken, including such discipline, up to and including termination of employment and/or research privileges, as appropriate.

Health and Safety

Smoke-Free Environment

Smoking is not permitted at any time on UNM campus, including MRN facilities, company vehicles or customer or client areas.

Safety

Safety is everyone's responsibility. MRN Administration ensures that programs are in place that provide for the safety of employees, collaborators and property. These include methods to handle accidents, chemical spills, inspections, safety requirements, and correcting hazards.

While on the premises everyone must adhere to the general safety procedures of MRN. In particular, it is always necessary to follow routine procedures in the case of a fire alarm. This includes discontinuing a scan, bringing the research participant out of the scanning area, closing all doors and escorting the participant to the designated evacuation point. Procedures exist to properly handle emergency building evacuations. Evacuation routes are established and practice drills are conducted on regular intervals.

Local emergency services such as the police, fire department, and ambulance squad are identified and posted. Be aware of the location of first aid/CPR kits, fire alarms and fire extinguishers in the MRN facility.

Protective equipment and clothing should be worn as required for certain job categories. Procedures pertaining to operation of equipment and implementation of procedures on the job should be followed carefully in order to avoid accidents.

Material Safety and Data Sheets (MSDS) are on file for all chemicals stored at MRN. If working with a chemical, please locate and review the MSDS to ensure all safety and protection precautions are being followed.

Drug-Free Work Force

We recognize alcohol and drug abuse as a potential health, safety and security problem. It is expected that everyone at MRN will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances.

MRN employees, collaborators and volunteers are prohibited from the following while on MRN's premises or surrounding areas, or in any vehicle used for MRN business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia;
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol; and

- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Accidents and Emergencies

All work-related accidents must be promptly reported to the HR Manager (<mailto:aescovedo@mrn.org>). Early intervention can make the difference between a minor injury and a more serious disability. MRN is a 911 facility. In case of an emergency, call 911 then immediately notify the front desk.

Security

Security is everyone’s responsibility. You have the responsibility and authority to question why a person is in your area if you do not know them or if you observe suspicious behaviors. If you feel threatened call 911 or 277-2241 for UNM Police assistance.

MRN is not responsible for loss, theft, or damage to any personal property brought on the premises. Individuals are responsible for the protection of their own personal property and should not to leave articles of value, either personal or monetary, on the premises overnight or otherwise unattended.

Violence-Free Workplace and Use/Possession of Deadly Weapons

MRN is committed to providing an environment that is safe and free from violence and all threatening and intimidating conduct. Any acts or threatened acts of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace by employees, clients, collaborators, volunteers, customers, guests, vendors, and persons doing business with MRN will not be tolerated. Anyone engaging in such behavior will be subject to discipline and may also be personally subject to other civil or criminal liabilities. This is not intended to supersede federal, state, or local laws, rulings, and/or regulations.

Law enforcement officers, in the performance of their authorized duties, may carry weapons on the UNM campus. With the foregoing exception, no person may use or possess a weapon on any part of the UNM campus. Weapons include, but are not limited to, firearms, ammunition or other dangerous weapons, substances or materials, bombs, explosives, or incendiary devices. Persons with such weapons, materials, or devices must enter campus at the closest point to the Campus Police Office and deposit all weapons or materials at that office for the duration of their stay. Questions or complaints about workplace behaviors should be discussed with a supervisor or an MRN Human Resources representative.

Theft

Property theft of any type will not be tolerated; this includes unauthorized use of MRN services or facilities or the taking of any company property for personal use. The following list of examples is not all-inclusive, but illustrates unacceptable activities:

1. Use of MRN copy machines and fax machines for personal use or non-MRN activities.
2. Use of computers. MRN owned computers are to be used exclusively for business purposes.
3. Long-distance telephone use.
4. Removal of company property. No item purchased or supplied by MRN should ever be removed from company premises without express authorization from MRN’s Chief Operations Officer.
5. Data Theft. Data collected for research purposes may only be used for the specific purpose for which it was collected (as stated in the informed consent). Unauthorized access/use of data is forbidden under any circumstances.

Export Control

The purpose of export controls and government sanctions is to regulate the distribution of strategically important products, services and information to foreign nationals and foreign countries for reasons of foreign policy and national security. MRN personnel are **not** expected to become experts on export control regulations. However, they are expected to be aware of their existence, to know when a work situation poses export control considerations, to understand their responsibilities and—most importantly—when and where to get guidance and assistance on export control matters. For questions contact [Penny Holeman](#), ROSFO, and review the *Export Control Policy* on the intranet.

Classified Research

If your study has special classification requirements, coordinate with [Penny Holeman](#). Also please refer to *the Information Security Policy*.

General Information

Facility Access and Visitors

Access to facilities is limited to MRN employees, collaborators, volunteers, research participants, visitors and other authorized individuals. Solicitations and distributions by non-employees are prohibited and must be reported. Office space on the second floor of Domenici Hall is not open to the public and is considered off limits to research participants. On weekends, no research participants or visitors are allowed in the MRN (north) side of Domenici Hall. The double doors to the north side of Domenici Hall are locked after hours and on weekends and require a programmed badge for entry. PIs and PMs should email lpetree@mrn.org to make changes to badge permissions for the purpose of after-hours access. The east clinic entrance is open from 8:00am – 5:00pm Monday - Friday. If you are expecting a participant to arrive outside of these hours, you will need to be present to let them into the facility and escort the participant (and their family, if applicable) or the entirety of their study visit.

Parking

MRN does not provide free parking passes. Due to limited amounts of space available, research participants are required to park in designated areas outside of the Clinical Neuroscience Clinic (east) entrance marked *Reserved for Mind Research Network*. For parking at Domenici Hall, MRN employees, volunteers and collaborators must obtain parking permits from [UNM Parking Services](#). Single day parking permits are available for purchase from the North side Receptionist and parking meters are available on the North side of the building at a cost of \$1.75/hour. There is no cost to park in the structure at the 801 University Blvd. facility.

All vehicles parked at MRN facilities should be securely locked. MRN is not responsible for any loss or damage to vehicles or articles left in vehicles. Any loss and/or damage should be reported immediately to UNM and MRN Security.

Lockers

A limited number of lockers are available for research participants who are required to change or store personal items while at MRN. These lockers are located in the vicinity of the MRI and MEG scanners and keys can be obtained through the MRI and MEG technicians.

Consent for Photography/Videotaping/News Media

Occasionally, MRN researchers, staff or participants are asked to be photographed or videotaped for non-research purposes, such as for educational/training activities or news media. To properly document permission for this type of activity, the *Consent for Photography/Videotaping/News Media* should be used. A copy of the signed form should be emailed to researchops@mrn.org for archiving. This form can be found on the MRN intranet.

Training Requirements

MRN collaborators and volunteers are responsible for completing and providing documentation of required trainings. Copies of training certificates should be emailed to training@mrn.org.

- **CITI:** Required every **two years** if working directly with research participants or if accessing identifiable research data (including COINS database).
- **Information Security(HIPAA)/Privacy:** Required **every year** for anyone with access to MRN systems.
- **FCOI:** Required at **time of hire** and **every four years**.
- **MRI Safety Training:** Required **every two years** if working near or around MR suite (including control room).
- **MEG User Training:** Required **every two years** if working with the MEG equipment.
- **Defensive Driver Training:** Required **every four years** if using MRN leased vehicle or using personal vehicle for MRN-related business.
- **Anti-Harassment Training:** **Upon hire**.
- **Drug-Free Workplace Training:** **Upon hire**.

Important Contacts

Executive Science Officer, MRI Core Director, MIA Lab Director	Vince Calhoun	vcalhoun@mrn.org	(505)272-1817
Executive Science Officer, Mobile MRI Core Director	Kent Kiehl	kkiehl@mrn.org	(505)925-4516
COO/Director of Research	Jody Roberts	jroberts@mrn.org	(505)414-9504
Operations Manager, Privacy Officer	Linda Petree	lpetree@mrn.org	(505)307-8325
Technical Project Manager	Michelle Gallegos	mgallegos@mrn.org	
Medical Director	John Phillips	jphillips@mrn.org	(505)272-5028
MRI Manager	Diana South	dsouth@mrn.org	(505)272-4376
MEG Core Director	Julia Stephen	jstephen@mrn.org	(505)504-1053
MEG Technologist	Megan Schendel	mschendel@mrn.org	(505)272-5028
Neuroinformatics Program Mgr	Margaret King	mking@mrn.org	(505)272-1509
Clinic Receptionist	Doris Cordova	dcordova@mrn.org	(505)925-4124
IT Manager	Brett Hanke	bhanke@mrn.org	(505)818-7810
Director of Facilities	David Griego	dgriego@mrn.org	(505)348-9406 (505)235-8460
Human Resources Manager	Amber Escovedo	aescovedo@mrn.org	(505)348-9474

Additional contact information can be found in the [MRN Directory](#) or [Contact List by Task](#).

Important References

MRN Investigator Website: <http://www.mrn.org/collaborate/how-to-work-with-us/>

UNMHSC Human Research Protections Office: <http://hsc.unm.edu/som/research/hrrc/>

DHHS Office of Extramural Research: <http://grants1.nih.gov/grants/oer.htm>

DHHS Office of Human Research Protections: <http://www.hhs.gov/ohrp/>

DHHS Office for Civil Rights HIPAA Website: <http://www.hhs.gov/ocr/privacy/index.html>