To set up a research study using the 3T MRI magnet:

1. Submit a proposal
   Submit the completed 3T MR Research Scan Request Form with a copy of the approved COMIRB and/or other IRB protocol summary and subject consent form(s) to Debra.Singel@UCDenver.edu

2. Safety Training
   All research personnel who are going to work in the Brain Imaging Center must undergo MRI safety training. **No one will be permitted to go beyond the waiting room into the research area unless they are trained in MR safety or they obtain clearance from the MR operator.** Please schedule a one hour slot on the scanner schedule for this prior to your first session.

3. Scheduling
   Once you are notified the study has been approved, you will need to schedule time on the scanner to test your protocol. Scheduling is done online using ‘webmail’. Please allow 1.5 hours for the first session. This will be free of charge.

4. Pre-Screening subjects
   All potential subjects need to be screened for any metal implants. If you are not meeting with the subject prior to their MR appointment, a verbal screening over the phone is acceptable (they will need to come in 15 minutes early to fill out the form on the day of their study). On the screening form, anything in 'bold' letters is considered a contraindication for an MRI here at this center. Having a previous MRI does not automatically qualify them since our scanner is a 3T, twice as strong as most clinical scanners.

5. Magnet Time Charges and Billing
   $700 per subject per hour
   Submit the Authorization to Bill Grant form with the appropriate speedtype # or method of payment to debra.singel@ucdenver.edu. All MRI scans performed will be billed at the end of each month.

6. Image Transfer
   All scans will automatically be sent to our server for storage up to one year. If the researcher has a dicom server the images can be pushed directly to it at the end of the scan. If not, the data can be put on a CD or DVD.

7. Functional MRI only
   Researchers are renting scanner time which includes an MR technologist to run the scanner. The researcher is responsible for running their experiments, which includes greeting their subject and giving parking pass (there is not a receptionist), explaining the procedure, getting informed consents and setting up any special equipment. Please be familiar with the operation of any equipment needed for your experiment including the projector, goggles, headphones, and/or response pads. The technologist is responsible for screening the subjects for potential contraindications to the MRI, selecting the correct coils, monitoring equipment, scan parameters and positioning the subject in the scanner.