



**Center for Advanced Brain Imaging**  
**Georgia State University and Georgia Institute of Technology**  
831 Marietta St, Atlanta GA 30332, USA  
Phone (404) 385-8619; Fax (404) 385-8620

## **Polices & Procedures**

All policies are subject to change as deemed necessary by the Operations Committee

### ***Safety and IRB requirements***

1. Researchers, at any level, must have completed all modules of Safety Training. Individuals must adhere to all safety procedures to maintain CABI research privileges. All breaches of safety procedure or individuals who require frequent reminders of safety procedures will be reported to PI and CABI Operations Committee. These individuals will be at risk of losing scanning privileges.
2. All researchers must review and sign a copy of the CABI recommended procedures for data acquisition available on the website (“CABI research etiquette and suggestions for a successful scan”).
3. Individuals who are new to scanning at the CABI must have shadowed at least 2 full scanning sessions from preparation before participant arrives to post scan responsibilities, in order to observe the proper procedures.
4. All protocols must Complete the CABI Research Protocol Form available from the website.
5. Researchers must email Nytavia an electronic copy of the IRB approval and stamped Consent form (include Assent, HIPPA or other IRB forms that must be signed by participants).
  - a. Update and maintain these IRB approved forms and any protocol amendments accordingly and email Nytavia the up-to-date forms.

### ***Piloting***

6. Piloting is limited to 2, one hour sessions; scheduled during openings in the schedule within three days of the scan. Exceptions can be made for special studies/populations.

### ***Scheduling & Billing***

7. You may only request times after you have identified participants for the specific time period you are requesting.
8. All scheduling requests are for a minimum of 30 minutes. Researchers requesting times should make an effort to not have ½ hour blocks of unused scanner time (e.g., two 90 minute back-to-back sessions). Billing will be done in 30 minute increments. If you exceed 30 minutes you pay for an additional 30 minutes. Likewise if you exceed your hour, and the scanner is not reserved after you, you will be billed accordingly. Alternatively if you start late, you may not be able to acquire your full protocol sequence if the adjacent scanner time is booked. (e.g. you reserve 9-10 but start at 9:15, and another study is scheduled at 10) You will be charged your full hour and either only have 45 minutes to acquire your data or you may be asked to reschedule.
9. All researchers may request a maximum of 3 hours per week per study. However, there is no limit on the number of hours one study may request and be approved for 3 days prior to the scan time being requested (e.g. if it is noon on Monday, you may book as many available hours between Monday at noon and Thursday at noon).
10. Scheduling requests are permitted with a 2 month advance notice for all GSU and GaTech external and internal funded studies (with the exception of CABI seed grants). Exceptions may be made for special studies/populations, contingent on MR Technologist availability.
11. Scheduling requests are permitted with a 2 week advance notice for CABI seed grant funded studies and non GSU or GaTech researchers.

12. Certain studies include special population that might need to schedule with a very short notice, so please work collaborative with your fellow researchers if you are asked to research an approved scanning slot.
13. All cancellations must be made via email to [nwallace3@mail.gatech.edu](mailto:nwallace3@mail.gatech.edu). **Cancellations that are received within 24 hours of the scheduled time will be charged for 1/2 the original unused scanner time.**
14. Scanner time that must be cancelled due to preventable causes will be charged the commensurate cancellation fee. Preventable causes include (but are not limited to) failed pre-screening of subjects, or failure of researcher to arrive prior to the scheduled appointment.

### **Parking**

15. All CABI participants should park in the spots marked “**Reserved**” at the front of the parking lot. Researchers should inform their participants of where to park prior to them arriving and ensure they are parked in the correct place before beginning. Cars parked in non-reserved spots without the proper Georgia Tech permit may receive a ticket.

### **CABI acknowledgements**

16. For all presentations, posters, and manuscripts that arise from research conducted at CABI, please include an acknowledgment to CABI and, if a seed grant supported the study, include the specific award number.

<b>Principal Investigator:</b> <i>(please print)</i>	<b>I agree:</b> <i>(initials)</i>
<b>Signature:</b>	<b>Date:</b>

\*\*\*\* If at any time there is a study that needs to deviate from one of more of the above listed policies please email those request to [nwallace3@mail.gatech.edu](mailto:nwallace3@mail.gatech.edu) . Within the request please give detailed reasons to support your case. \*\*\*\*