

MRRC Protocol Submission Instructions

1. Approval to utilize the MRRC involves two components: MR safety of the proposal and MR safety of research personnel. The MRRC committee must determine that the research proposal meets MR safety standards as outlined in the MRRC Safety Policy. All personnel involved in the project must provide documentation of having received MR safety training.
2. Investigators interested in using MRRC facilities will email research protocols to the coordinator of the MRRC Protocol Review Committee, in Word format.
3. If modifications that impact MR, other than eliminating the use of the MR Center facility in TAC, are made to an existing approved protocol, the protocol must be reviewed by the committee.
4. A committee member who is listed as a participant in a protocol may not participate in the review process beyond providing information that is requested by the committee.
5. Once the MR safety of the project is approved by the MRRC committee, all research personnel associated with the project must undergo MRI safety training. Training consists of watching the GE safety video, reading the MR safety documents, and attending an orientation on MR safety. Arrangements to watch the video, read the MR safety documents and attend the MR orientation can be made with the MRRC Medical Director. Researchers must provide a signed copy of the Human Research MR Orientation form to the MRRC. The form can be downloaded from the MRRC web sites (<http://mrrc.yale.edu/> or <http://mri.med.yale.edu/>). Research personnel must also fill out a MR safety sheet. For each researcher, documentation of MR safety training and the MR safety sheet will be kept on file in the MRRC.
6. A project is considered to be approved and ready for HIC submission after the MRRC Protocol Review Committee approves of the MR safety aspects of the project and after all personnel have submitted documentation of MR safety training. A letter will be sent to the primary investigator stating that the research protocol is approved.