 MRI Research Center, Mitchell Q300

Department of Radiology, MC 2026

5841 S Maryland Ave, Chicago IL 60637

<http://mrirc.uchicago.edu>

773-702-4294

#### NEW STUDY INITIATION CHECKLIST - USERS

🞎 Discuss study with Technical Director

* Neuro: Xiaodong Guo
* Body: Milica Medved
* Discuss any special scheduling requirements
* Discuss any special protocol/paradigm/hardware requirements

🞎 Determine data handling procedures, with Technical Director

* IS HIRO involved?
* Will PACS or FTP delivery be used?
* Discuss backup responsibility by PI.

🞎 Fill out Scanner Time Application Form (STAF); either EPIC or non-EPIC version

* Provide all requested documents, including the imaging manual/instructions/exam card

🞎 (if requested) Fill out Philips Exhibit B form

* Only required for a subset of studies

🞎 Attend MRI Safety Training for all personnel

* Offered once a month at MRIRC for SSD users
* Offered on Oracle for BSD/Hospital users

🞎 Complete the onboarding of Research Coordinator process, with one of MRIRC staff

* Includes receipt and training on forms