# Translational Imaging Research Facility

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| **SOP Number:** | **115.12** | |
| **Title:** | **New Protocols and Ethics Procedures** | |
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| Version Number | Effective Date | Changes |
| 115.12 | 17 August 2023 | Reviewed/Changed |

Directors Signature: _____ Date: 2023/SEP/01

## 1. SCOPE

This SOP describes the steps that must be taken in terms of protocols and ethics approval for anyone wishing to use the 3T MRI facility for clinical or research purposes.

## 2. PROCEDURES

### a. New Protocols

- An investigator wishing to begin a new study at the 3T MRI facility must complete and submit a "New Study Request Form" that includes details of the experimental protocol. The form can be found on the TIRF website at: https://www.robarts.ca/translational_imaging_research_facility/ under Appendix 7 and should be submitted to the 3T MRI facility manager.

- Peer-reviewed grant funded scientific collaborators may request **pilot time** if they feel it is required for their study. Pilot time is used for the purpose of protocol development, establishment of preliminary study parameters, and new hardware set up.

  - Pilot time is applied to the following procedures:
    - Testing of new or modified peripheral devices in the MR environment.
    - Testing compatibility of facility's peripheral devices with investigator's hardware or software setup.
    - Establishing compatibility of study equipment within the MR environment.
    - Optimization of non-conventional imaging protocols.

  - Restrictions on pilot time include:
    - A maximum of one hour of free pilot time will be allocated at the discretion of the MRI facility manager and MRI facility directors. Time in excess of this will be billed at the standard billing rate. (See SOP 120.10 – "*System Billing and Standard Rates*")

- Upon approval of the study, the investigator will meet with the 3T MRI facility manager and/or 3T MRI facility director to discuss appropriate experimental details. If pilot imaging has been requested, the 3T Facility manager and/or the 3T facility director will meet to discuss the study and determine a suitable amount, and nature of pilot time. The investigator will be notified as to the amount of pilot time allocated.

- Approval of the study must then be obtained through the University of Western Ontario Research Ethics Board (UWO REB) or (UCAC) before the study may commence. Once approval has been granted the investigator must provide the facility with a copy of the ethics protocol as well as the letter of approval.

**b. Ethics Approval**

- All human and animal research being conducted within the TIRF require current Western University HSREB or ACC approved protocols. For more information regarding REB guidelines please refer to *http://www.uwo.ca/research/ethics*.

- Specific 3T hardware and software development involving human subjects requires UWO institutional ethics approval. The TIRF has obtained such approval. See "3.0T MRI Software and RF Hardware Development" protocol binder (REB #10854E, expiry date 31 Jan 2024), located in the 3T MRI suite. Only those investigators, technologists, staff, and students listed on the REB may use this protocol for development.