

PI Name _____

IRB/ IACUC # _____

Staff contact name _____

Welcome to the Zuckerman MR Platform! Before you can schedule a scan, the following items must be completed:

You have completed the ZI MRI study application form and sent it to the MR Administrator.

At least one researcher/ staff member has completed Level II MR safety training.

The Level II- trained researcher/ staff member has a UNI, a Columbia ID, and swipe access to JLGSC (access is granted after safety training).

The PI has registered as an external user in iLab (scheduling calendar and billing software).

The Level II- trained staff member has registered as a lab member in iLab and been approved by the PI.

Your project has received IRB approval. You have sent the IRB Protocol Summary Form to MR Administrator.

The PI/ researcher/ staff member has sent the scan parameters/ pulse sequence to Kathleen Durkin and specified if you want the sequence on both scanners or just one scanner (whichever the PI prefers).

Billing information has been established. If you won't be using a Columbia grant, you will need a purchase order. (To get a purchase order: tell the MR Administrator how many scans you'll be doing and how much time you'll need. She sends a quote to you. Your finance team sends you a PO #. The PO# is needed to book time on the iLab calendar.)