

PI Name _____

IRB/ IACUC # _____

Staff contact name _____

Welcome to the Zuckerman MR Platform! Before you can schedule a scan, the following steps 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 on-site, in-person 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 a 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/ IACUC approval. You have sent the IRB/ IACUC Protocol Summary Form to MR Administrator.

- The PI/ researcher/ staff member has sent the scan parameters/ pulse sequence to Itamar Kahn and asked him to enter the info onto the scanner.

- Billing information has been established. The PI has determined which grant will pay for scan time, and that grant's chart string has been entered into iLab. Alternately, a purchase order has been set up.