

Cognitive Neuroimaging Centre, Nanyang Technological University

Policies & Procedures

Version 1

PI's are responsible for ensuring that all employees and staff working on MRI projects are trained through the Safety Training Course in order to access the facility. In addition, it is mandatory that each individual who will be accessing the facility must complete a screening questionnaire to ensure their safety.

1) PI Responsibilities

- a) PI shall conduct their study strictly according by the IRB. PI shall be accountable for their research and the protection of human studies. PI shall ensure, at all times, that they have the appropriate resources and facilities to conduct this study. PI shall ensure that all research personnel involved in the conduct of the study have been appropriately trained on the protection of human subjects, in addition to the study procedures.
- b) Any adverse or serious adverse event **MUST** be reported to the IRB according to IRB policy as well as to the authorized user in CoNiC.
- c) Any changes/additions/revisions to your research plan must be submitted to the IRB for review and approval prior to

implementation. This includes changes or additions requested by the sponsor.

- d) The protocol **MUST** be reviewed annually by submission of the appropriate application to the IRB. Failure to submit renewal documents to the OHRP by the administrative due date indicated on the renewal notice may result in termination of the study by the IRB.
- e) Advertisements for the recruitment of subjects must be approved by the IRB prior to implementation. The copy of the approval should be submitted to the Head of the operations prior to the experiments.

2) Console room

Before entering the console room:

- a) Make certain that the research participant is registered in the CoNiC participant registration system.
- b) Before entering the console room you must have provided the scanner operator with completed & signed consent and screening forms, including the ID that will be used for that participant when starting the session on the console computer. Ensure that you have made any necessary photocopies of documents so that the consent and screening forms provided to the scanner operator at this time are the CoNiC copy.
- c) The investigator group must limit themselves to three people before entering the console room.
- d) Only those individuals that have been through CoNiC's safety training may enter this area unless prior permission is obtained from the CoNiC Authorized User.

- e) There will be NO behavioural testing in CoNiC unless prior permission is given by the Head of Operations or Centre Director.

During the scanning session:

- a) There will be absolutely NO food or drink allowed in the console room.
- b) One parent may accompany the child that is involved in a paediatric study. Siblings are not allowed in the console room except to view their sibling briefly and then they must return to the waiting area.
- c) No strollers or other large, potentially dangerous metallic items may be taken into the console room.
- d) The investigator group must initiate the scanning session on the logging computer as soon as they enter the console area.
- e) No behavioural data should be copied from the stimulus presentation computer in the console room.
- f) The door between the office area and console room should remain closed at all times, only CoNiC staff may enter this area.
- g) At no time will a group of investigators be allowed in the console area while another group is scanning.

Scanning session is completed

- a) Remove any items that your group brought with them into the console area.

- b) End the session on the logging computer only when the participant has been taken out of the scanner and the console/magnet room is ready for the next group.
- c) Exit the console area immediately after the area is clean and the participant has returned to the waiting area.

Waiting room / Common area

- a) No food or beverage debris is to be left in the waiting area. It is the responsibility of the user **NOT** CoNiC, to clean up the facility.
- b) The user should have their valuables and items locked in the cabinet or lockers. When they are leaving the centre, they should release/keep open the cabinets or lockers.
- c) Centre will not be responsible for the loss of any item and users are requested to take care of their items.

CoNiC New Scan Booking System

This section is designed to assist in using the booking management system that has been implemented at CoNiC website. The system will assist in the automation of the booking and billing process to improve accuracy and speed.

In addition, it will allow each researcher to look at a scanning session's information, such as changes in sequence of runs, aborted scans, breaks, and other pertinent information the operator entered during the scan. Please note that the CoNiC scanning policies before the implementation of this new system still apply.

If you have any questions or concerns regarding this system please send them to Dr Sundramurthy Kumar (s_kumar@ntu.edu.sg). You can also drop by our lab and ask one of our Research Assistants for a quick demo.

Cancellation Procedures

Provided that you give at least 24-hour's notice that you are unable to use your scheduled time slot, you will not be billed for that time. Submit your cancellations at CoNiC Website and the appropriate changes will be made in the calendar. Please make sure to note the reason for the cancellation. If you do not give at least 24-hour's notice and you do not show up for your time slot, you will be billed for the entire block of time reserved. You must still cancel the slot by emailing Dr Sundramurthy Kumar (s_kumar@ntu.edu.sg).

The only exception is if a subject cancels at the last minute (or if there is some emergency). In this case, you must send an e-mail to Dr Sundramurthy Kumar (s_kumar@ntu.edu.sg). As soon as you know you will not be using the time slot (**please provide the reason for cancellation**). Please make every effort to keep these incidents to a minimum by calling subjects to confirm appointments and by making sure that subjects know when and where to report for the study, and how they can reach you at any time. It is our opinion that no-shows and last minute cancellations are rare, but if the records indicate that this is a problem for any particular group, special arrangements will be made.

***DO NOT** give up your time slot to another group if you are not going to use it. We are often looking for time for the pulse programmers or for time to pay back groups whose time slots we had to take for repairs or updates. If we do not need the time, the slot will be opened up on the calendar and then given to the first requester.*