



SOP 101 Starting a Research Project

The BioMedical Engineering and Imaging Institute (BMEII) Imaging Core resources are available to all qualified users and we encourage all investigators to take advantage of the BMEII Imaging Core facilities.

New projects using the BMEII Imaging Core resources are initiated with a project proposal. All projects are reviewed and approved by the Imaging Resources Management Committee (IRMC) based on 1) feasibility of the research on existing resources; 2) availability of equipment and 3) scientific merit. The proposals are assigned resource time based on availability. Continued resource time is based on ability to secure funding and progress of work. We have tried to keep the burden of starting a research project to a minimum and hope that you will appreciate that the requested information and approval process with help the Core plan its activities so as to support your research as effectively as possible.

For Federal grants a memorandum (template available - SOP105) from the BMEII Director will be provided. The signed memo will need to be included in the Internal Documents tab of the InfoEd application.

Steps: For each new project the following steps will ensure expedited review and approval:

1) **Consultation with technical director:** Please consult with the applicable Technical Director to discuss the intended project, protocol feasibility, and any other technical or operational issue. When the study involves animal subjects, discussions with CCMS should also be initiated at this time.

The technical directors are:

- Zahi Fayad, PhD (zahi.fayad@mssm.edu) for Cardiovascular/Cardiac project or any other inquiries
- Priti Balchandani (priti.balchandani@mssm.edu) for Neuro projects
- Cheuk Tang, PhD (cheuk.tang@mssm.edu) for pre-clinical project
- Bachir Taouli, MD (bachir.taouli@mountsinai.org) for Cancer or Body projects



2) **Regulatory and ethical approval (IRB/IACUC):** Every project including pilot studies needs to document regulatory and ethical approval. Institutional Review Board (IRB) for human studies, or the Institutional Animal Care and Use Committee (IACUC) for animal studies must be demonstrated. A grants and contract office (GCO) number (<http://icahn.mssm.edu/research/resources/grants-and-contract-office>) must be provided.

3) **Project submission:** New projects submission is done using the TMII Imaging Core web-based resource management system.

4) **Safety training:** Mandatory safety training (SOP102) prior to entering the Core facility is required. 5)

5) **Kick-off meeting and/or scheduling:** Once the project is approved you will be able to use the BMEII Imaging Core web-based calendar to schedule scanner time (SOP103). Depending on the study, a brief kick-off meeting may be needed prior to the start of the study to review the finalized workflow with all related parties.

Please follow the following steps to enter a new project:

Step 1: Prior to using Calpendo, make sure that you have the most recent version of your current browser. In your browser, type the URL: <https://bmeii.mssm.edu/calendar/>.

The screenshot shows the Calpendo web interface. At the top, there is a dark blue header with the text "TMII Resources Scheduling" in white. Below the header, the word "Calpendo" is displayed in a large, bold, black font, with "Version 6.1.5" underneath it. The interface includes a login section with "Username:" and "Password:" labels, each followed by a text input field. Below these fields are three buttons: "Login", "Logout", and "Register new user". The "Register new user" button is highlighted with a yellow border. A green arrow points from the "Register new user" button to a green text box that says "If you have never used Calpendo before, Click here." To the right of this text box, the text "Step 2" is visible.



Note: Calpendo can only be accessed within the Mount Sinai network. As such, scheduling cannot be conducted from another location.

Step 2: If you have never used Calpendo before, click “Register New User,” otherwise continue to Step 3. a.) Registering a New User: Upon clicking “Register New User” fill out the following form.

TMII Resources Scheduling

New User Registration

Login name (e.g. smith03)	smith03	← Should be your Mt. Sinai id.
First name	John	
Last name	Smith	
Password (Must be at least 6 characters)	*****	
Confirm password	*****	
Email address	john.smith@mssm.edu	

Cancel Register ← When the form is complete, click here.

Note: You will be unable to use Calpendo until your registration has been approved! Please allow up to two business days for your account to be approved. Your approval will be notified by the email you have provided.

Step 3: If necessary, reenter the original URL: <https://bmeii.mssm.edu/calendar/>.

Enter the Username (Login Name) and Password you have specified during the new user registration. Then click “Login.” If you forget either your Username or Password, contact Edmund Wong or Daniel Samber.

TMII Resources Scheduling

Calpendo

Version 6.1.5

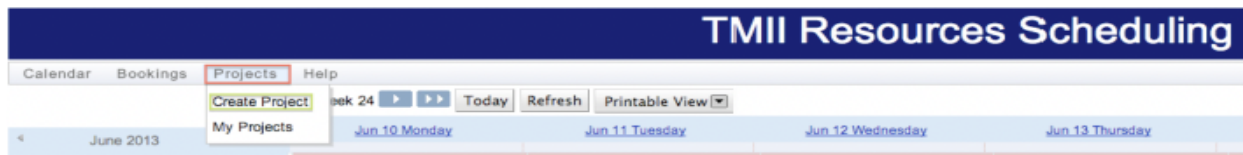
Username: smith03
Password: *****

← Username is the same as Login Name

Login Logout Register new user



Step 4: The first time that you login to Calpendo you will be unable to view or schedule any projects. The user must be registered under an approved project. In order to create a new study/project, click “Projects,” then “Create Project” located on the upper left of the window.





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a.) General: Fill out the following form to completion.



TMII Resources Scheduling

Calendar Bookings Projects Help

Submit project request

General	GCO#	XX-XXXX	← May be obtained from PI
Project Resource Settings	Type	Other	← Specimen being scanned
Users	Status	Requested	
ADMIN USE ONLY	Project Title	Registering a Project Name	
	Project Description	Sample Project for Tutorial	
	Principal Investigator	John Smith	
	PI Phone Number	XXX-XXX-XXXX	
	PI Email	john.smith@mssm.edu	
	Other Investigators	This is a text field only, the names entered here are for informational purposes only, and will not give other users the ability to schedule.	This is a text field only, go to "Users" to give others the right to schedule for this project. Step 4c
	FOR PILOT PROJECTS ONLY: If data is to be used for a grant application, provide potential funding source and application deadline.		
	Department	TMII	
	Funding Source	Other	
	Fund Number	XXXXXX	
	Duration Of Project	5 years	← Length of the entire project, not the time needed for each scan
	Total Imaging Sessions		
	Proposed Start Date	Jun 10 2013	
	Please list any peripherals needed for your scans	SpO2	
	Special Patient Care, Imaging, or Equipment Needs	Nurse, Changing Room	
	REQUIRED FOR HUMAN STUDIES ONLY		
	Name of physician responsible for incidental findings	Physician's Name	
	Physician Cactus ID	0000000	← For Human Studies Only
	Exam Type 1	MRI Brain without Contrast	
	Exam Type 2	None Selected	
	Exam Type 3	None Selected	
	MRI Session (Human)	None Selected	
	PET/MRI Session (Human)	None Selected	
	PET/CT Session (Human)	None Selected	
	REQUIRED FOR ANIMAL STUDIES ONLY		
	MRI Session (Pre-Clinical)	Please select	← For Animal Studies Only
	IACUC# (animal projects only)		
	Email additional forms to: tmii.scheduling@gmail.com		

Note: It is important to have a valid GCO when filling out the information for your new study; this GCO is key for continuing further to scheduling appointments.



b.) Project Resource Settings: Click “Project Resource Settings” on the upper left side, then click “Choose Resources.”

Then, highlight the resources needed and intend on using. Click the arrow to select and move the resource. Once all needed resources have been selected, click “OK.”

The screenshot shows a software interface for selecting resources. At the top, there is a 'General' tab with 'Project Resource Settings' highlighted in a red box. Below it is a 'Choose resources...' button. The main area is titled 'Resource Selection' and contains several sections:

- Type:** Checkboxes for 'No resource type', 'Scanner', and 'Room' are all checked.
- Location:** Checkboxes for 'No location', 'SC1', 'SC2', and 'TMII Area' are all checked.
- Available Resources:** A list of resources including Biograph mMR, Magnetom 7T, Bruker 7T (highlighted with a red box and a red arrow labeled 'Highlight'), Bruker 9.4T, Biograph mCT, Procedure Room 1, Procedure Room 2, and Microscopy Room.
- Selected Resources:** A list containing 'Skyra 3T' (highlighted with a purple background and a green arrow labeled 'Select').
- Resource Detail:** A table showing details for the selected resource, Skyra 3T.

Name	Skyra 3T
Location	SC2
Type	Scanner
Project Required	Project Required
Require Reason for Cancellations	<input type="checkbox"/>
Allow Old Changes	<input type="checkbox"/>
Collect Actual Usage	<input type="checkbox"/>

At the bottom, there are 'OK' and 'Cancel' buttons. A blue arrow points to the 'OK' button.



c.) Users: Select the users that should have the ability to schedule and reserve resources for your project. Note that these users must already have an approved Calpendo account. If they do not, refer the desired person to Steps 1-2.

The screenshot shows the 'TMII Resources Scheduling' web application. The main title is 'TMII Resources Scheduling'. Below the title is a navigation bar with 'Calendar', 'Bookings', 'Projects', and 'Help'. A green callout box points to a 'Submit project request' button with the text: '← When you have all the information for the entire project entered, click here'. Below this is a 'General' section with a dropdown menu showing 'NikolaTesla (Nikola Tesla)'. A red callout box points to this dropdown with the text: '← Choose Names to add'. Below the dropdown is a table with columns for 'Login name (e.g. smithj03)', 'First name', and 'Last name'. The table contains three rows: 'doboshb01', 'Brian', 'Dobosh'; and 'NikolaTesla', 'Nikola', 'Tesla'. There is a 'Remove' button below the table. On the left side, there is a sidebar with 'Project Resource Settings', 'Users', and 'ADMIN USE ONLY'.

Once all of Step 4 are complete, click “Submit Project Proposal.” You will NOT be able to schedule until your project has been approved. The approval may take up to a few days.

Please attach a copy of your approved GCO paperwork as well as any documentation you might have describing the project and protocol used.

Step 5: You will receive a confirmation email that states that your new project has been approved. Please continue on to Scheduling to view and book appointments for your necessary resources.