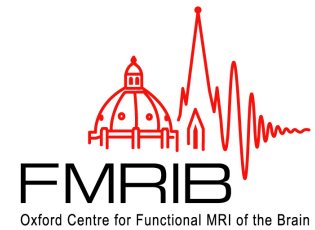


Starting a Project at FMRIB

Guide for new researchers



Starting a new project at FMRIB, particularly if you do not already have a close FMRIB link, can appear daunting. However, we do welcome new researchers and collaborators and the following document is intended to help you find the right help, and complete the necessary procedures as quickly and easily as possible.

This document contains web links to many internal procedures. They are available to anyone connected to the Oxford University network. If you cannot connect to the University network, then please email marilyn@fmrib.ox.ac.uk who can send them directly to you.

Making Initial Contact

All studies carried out at FMRIB need to be signed off by the Centre Director, Irene Tracey (irene@fmrib.ox.ac.uk). If you have not had contact with her already, it is a good idea to do so as early as possible.

To manage the scanner schedule the week is divided into group allocations, each one managed by a different booker. A list of those with group oversight and day-to-day responsibility for booking moderation is listed below. Again, it is a good idea to contact the relevant group early on to discuss your requirements.

Project Group	Group Oversight	Group Moderator
Physics	Karla Miller karla@fmrib.ox.ac.uk	Alex Gardener alexg@fmrib.ox.ac.uk
Pain	Irene Tracey irene@fmrib.ox.ac.uk	Vishvarani Wanigasekera vishwani@fmrib.ox.ac.uk Jon Brooks jon@fmrib.ox.ac.uk
Plasticity and MS	Heidi Johansen-Berg heidi@fmrib.ox.ac.uk	Nancy Rawlings rawlings@fmrib.ox.ac.uk
Psychiatry and Neurodegeneration	Clare Mackay clare.mackay@psych.ox.ac.uk	Ricarda Menke ricarda@fmrib.ox.ac.uk
Cognition and Perception	Holly Bridge hb@fmrib.ox.ac.uk Tim Behrens behrens@fmrib.ox.ac.uk	Nils Kolling nils.kolling@wadh.ox.ac.uk

Access to the FMRIB Building

To carry out any study at FMRIB you need to complete the FMRIB Building Induction procedure.

1. Request a Collaborator Induction pack from the Centre Administrator, Marilyn Goulding (marilyn@fmrib.ox.ac.uk). You can also download this from <http://www.fmrib.ox.ac.uk/policies/induction/CollaboratorsPack.pdf>
2. Arrange to attend a building tour with the Centre Safety Officer, Duncan Mortimer (duncan@fmrib.ox.ac.uk)
3. Arrange to attend a magnet safety training session with the Senior Radiographer, Stuart Wilson (swilson@fmrib.ox.ac.uk)
4. Return signature sheets and forms to Marilyn Goulding.
5. You will usually then be given swipe card access to the FMRIB building.

FMRIB Standard Operating Procedures

It is essential that you are familiar with the Centre's Standard Operating Procedures, particularly in relation to dealing with incidental findings on subject's scans. A copy of this SOP is in the induction pack.

The other SOPs that may be relevant to your research are

SOP 003: Screening Subjects for Safety to Scan

SOP 006: Informed Consent

SOP 009: Safety considerations for rapidly acting drugs

All SOPs are available on the FMRIB Centre internal website at <http://www.fmrib.ox.ac.uk/policies/ethics/>.

If you plan to use TMS, tDCS or pain devices at FMRIB then additional procedures or training may be required. Contact Stuart Clare (stuart@fmrib.ox.ac.uk) for more details.

Computing Account

Most collaborators make use of the Centre's central computing facilities for their data analysis. In most cases this carries a yearly charge of £3000. If you don't require FMRIB computing resources then it is still advisable that one member of the research team has a FMRIB account in order to get access to the scanner data in the most efficient way.

1. Complete the 'Building Access and Computing Account request form' available in the Induction pack.
2. If you are not the principal investigator then get the form countersigned by your PI.
3. Return the form to Marilyn Goulding who will arrange for it to be approved by the FMRIB Centre director and pass the form on to the FMRIB IT staff.
4. You will be notified when your account has been set up. You will need to visit FMRIB in person to collect your login details.
5. An introduction to the FMRIB computing facilities and extensive user guides are available at <http://www.fmrib.ox.ac.uk/support/computing/>.

FMRIB Project Code

To book the FMRIB scanning facilities you need a FMRIB Project Code. To do this you first need to register your FMRIB username (see above) with the FMRIB Bookings system. Unfortunately, at present, you have to do this yourself, as it is not possible to automate the process.

1. Visit www.fmrib.ox.ac.uk/bookings/ and 'Register New User'.
2. Enter your FMRIB user (login) name, password and email.
3. You will shortly receive confirmation that you have been registered with the system.
4. Return to the same page as above and now login with your username and password.

Next you need to apply for a FMRIB project code. Your request needs to be approved by the FMRIB Centre Administrator, Centre Director, Group Moderator and Centre Radiographer. Receiving a FMRIB project code is contingent on the following:

1. Having appropriate ethics approvals for your study and supplying the relevant ethics approval number.
2. Presenting your research proposal at a FMRIB 'Research in Progress' meeting. These are arranged regularly by Jill O'Reilly (jill.oreilly@clneuro.ox.ac.uk), who can also advise on the content expected.
3. Supplying invoicing details for the scan charges. The current charge per hour long scan is £365.

If you would like advice on meeting any of these needs, speak in the first instance to the person with Booking Group Oversight. Requests for concessions on scanner charges need to be made to the Centre Director, Irene Tracey (irene@fmrib.ox.ac.uk).

A complete guide to applying for a project code is available at <http://www.fmrib.ox.ac.uk/policies/scanner-booking/CreateNewProject.pdf>.

Bookings can then be made in slots allocated to your booking group. All bookings need to be approved by the Group Moderator. A guide on making bookings is available at <http://www.fmrib.ox.ac.uk/policies/scanner-booking/MakeABooking.pdf>.

Scanning, Stimulus Presentation and Analysis Requirements

Questions about your imaging sequence parameters or analysis requirements should be raised at the research in progress meetings (see above). This ensures that you get the best advice on scanning parameters and analysis options.

Once you know what sequences you want to run then our Senior Radiographer, Stuart Wilson (swilson@fmrib.ox.ac.uk) will be able to set up imaging protocols for you. Stuart also acts as a first point of contact on questions relating to stimulus presentation in the scanner. It is advisable to contact Stuart well before your first booked scanning session.