MRRC Protocol Submission Instructions

1) Approval to utilize the MRRC involves the assessment of two main components: MR safety of the proposal and MR safety of research personnel. The MRRC Protocol Review committee must determine that the research proposal meets MR safety standards as outlined in the MRRC Safety Policy. All personnel involved in the project must provide documentation of having received MR safety training.

2) Investigators interested in using MRRC facilities will fill out the form called Proposal for use of MRRC Resources and upload it as a Supporting Document in IRES IRB. When studies are submitted in IRES IRB, the Human Research Protection Program (HRPP) staff will request review from MRRC Protocol Review Committee, by notifying Meko Owens-Ward. The MRRC Protocol Review Committee will review the protocol and submit their findings in IRES IRB. The study will not proceed to the IRB until MRRC approval is granted.

3) If modifications that impact MR, other than eliminating the use of the MR Center facility in TAC, are made to an existing approved protocol, the MRRC Protocol Review Committee must review the protocol. When modifications to studies requiring MRRC review and approval are submitted in IRES IRB, the Human Research Protection Program (HRPP) staff will request review from the MRRC Protocol Review Committee.

4) A committee member who is listed as a participant in a protocol may not participate in the review process beyond providing information that is requested by the committee.

5) Once the MR safety of the project is approved by the MRRC Protocol Review Committee, all research personnel associated with the project and will come to the MRRC during the study must undergo MR safety training. The training consists of the following: (1) Online course and quiz on MR safety, one-time requirement; (2) GE safety video, a one-time requirement; (3) Read and attest to the MRRC Imaging Policy form, a one-time requirement, and; (4) MR safety questionnaire, required every 2 years. The 2 links for this training can be found at https://medicine.yale.edu/biomedical-imaging-institute/core-facilities/mr-core/#initiating-a-study-in-the-mr-core and will be tracked for each researcher by Workday Learning (WDL). All research personnel who join an ongoing project must also be trained in MR safety.

6) A project is considered to be approved and ready for IRB submission after the MRRC Protocol Review Committee approves of the MR safety aspects of the project and after all personnel have submitted documentation of MR safety training. A letter will be sent to the primary investigator stating that the research protocol is approved. A letter will be available in IRES IRB.

7) Once approved, the HRPP will send protocol application and approval letter to the IRB.

8) For annual IRB renewals, it is not necessary to resubmit your protocol to the MRRC Protocol Review Committee if we have already approved it and your protocol meets the following requirements: (1) new or different intravenous infusions of any kind will not be used, (2) new or different medications will not be administered, (3) the subject population will not change and (4) the MR sequences will not change. If your protocol does not meet these requirements, notify the HRPP so that it can request approval from the MRRC Protocol Review Committee.