Information For Users

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By elsc_admin July 10, 2016

Conducting MRI Research

Researchers and labs that are interested in conducting research with ELSC?s Neuroimaging Unit (ENU), must register with us to become users.

Each lab is required to choose one member as their 'Lab Coordinator'. This person is in charge of submitting requests and must be familiar with all the following:

- Helsinki submission procedure.
- The Matarot software.
- Hadassah Helsinki committee policy.
- The full policy of Clinical Investigation of Clinical Trials of Human Subjects" from the Ministry of health website.

All researchers must complete a GCP Online Course.

Procedure to become a User:

Step 1 ? Helsinki Approval Step 2 ? Becoming an ENU User

Step 1. Submit a New Helsinki Request:

- Fill an 'ENU form' and an 'ENU format protocol' and then send them to the ENU committee for approval. The ENU committee meets once a month.
- Once approved by the ENU committee, schedule a meeting with the Helsinki Unit Coordinator to enter your request through the "Matarot" software.
- You will then receive forms that need to be signed by the Lab staff.
- Submit the signed forms to the Unit Coordinator for further signatures.
- Once all the signatures are received, then the request will be submitted for approval to the Hadassah Helsinki committee.
- It is the Lab coordinator?s responsibility to check the status of their request with the ENU Helsinki Coordinator.

Step 2. Becoming an ENU User

Once the request is approved by the Hadassah Helsinki Committee, the research laboratory will be permitted to complete the process to become an ENU user.
The Lab Coordinator will contact (mail or phone) the ENU office in order to:

- Open an account in the ENU Reservation System. The lab will receive a user name and a temporary password.
- Verify that the researcher's name is registered on the lab's Helsinki approval (i.e. the name of the person running the experiment).
- Make sure the researcher completes the ENU Safety Training Course and reads the ENU working guidelines and safety policy (File in English).
- Only after completing steps 1-3 will a researcher be allowed to use the MRI and be registered as an ENU Operator!
- In addition, before using the MRI for the first time, the lab coordinator must meet with the ENU Director (and sometimes the unit's physicist as well) in order to build/approve the scanning sequences.
- The Lab Coordinator is also responsible for depositing money (tofes 29 or directly to ENU Budget), for MRI use.
- Finally, in order to receive all ENU updates (e.g. canceled scanning slots), all ENU Users and Operators, must register to the enu-ops mailing list.

Steps for Changing an approved Helsinki:

Labs who wish to make changes to their approved Helsinki (ex. add members or change protocol, etc.), must do the following:

1. The Lab's Helsinki coordinator must schedule a meeting with the ENU Helsinki coordinator, to make the requested changes via the ?Matarot? software.

2. The ENU Helsinki coordinator is then responsible to get the necessary signatures from Hadassah and submit it to the Hadassah Helsinki committee. (Changes to an Approved Helsinki are done on a monthly basis).

All requests and inquiries should be submitted through the Helsinki unit coordinator, Lee Ashkenazi (lee.ash@mail.huji.ac.il)

For your convenience, we advise you to follow these submission deadlines:

<table>
<thead>
<tr>
<th>Submission to ENU Helsinki coordinator</th>
<th>Submission to Hadassah Helsinki office</th>
<th>Dates of Helsinki committee in Hadassah</th>
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<tr>
<td>04.12.2016</td>
<td>05.01.2017</td>
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