

### **3 T Facility (3TF) Application Review Process**

PIs interested in using the 3TF should submit a **1-2 page** application to Dr. Dae-Shik Kim ([dskim@bu.edu](mailto:dskim@bu.edu)) for review. Template for application form as well as applications deadlines will be posted on the center webpage. Dr. Kim will collect all applications submitted before the deadlines, and he will forward them to the members of the MRI Steering Committee (MRI-SC) at least 3-4 days before the next committee meeting (to be held once per month).

Members of the MRI-SC are appointed by the Dean/President. Dr. Thomas Moore is the chair of the committee. As part of the review, the Steering Committee makes decisions regarding scanner time to the Policy Committee.

*The following guidelines will be used in allotting scanner times for funded and/or unfunded projects. A fixed amount of regular scan hours will be pre-allocated for unfunded studies (25% of regular scan hours). All the following guidelines/principles apply to **regular** scan hours (i.e. 8AM-7PM from Mon-Fri) only, during which a MRI technician will be available for scans. Off-hours (7PM-7AM and Saturdays/Sundays) will be used for MRI Center technical developments needed to maintain the scanner system/computing facilities.*

#### **A) For funded protocols, the following assessments will be made:**

1. Expedited review: the scientific value of the proposed work will be assessed.
2. How many hours? – How many hours are requested, and how many hours can be allotted? Any special requirements, such as AM/PM slots; specific weekdays etc. Scan times will be allotted for time limited periods, generally of three to six months duration.

#### **B) For unfunded protocols requesting pilot funding, the following assessments will be made:**

1. Should it be done? - The scientific value of the proposed work will be assessed.
2. Can it be done? - Does the investigator have the necessary resources and capabilities to carry out the proposed work? Clinical expertise, access to populations, prior studies are all considerations.
3. How fundable? - The fundability of the proposed work will be assessed. It is helpful for the PI to provide information about potential funding sources, a specific plan and timeline for seeking of funding and how the pilot funding will be helpful.
4. How many hours? – How many hours are requested, and how many hours can be allotted? Any special requirements, such as AM/PM slots; specific weekdays etc. Several

factors will be integrated into the recommendation including: the scientific promise of the protocol, the potential fundability of the proposed work and the available time on the scanner. For pilot funding, the general principle is that funding will be provided for time limited periods, generally of three to six months duration, sufficient to collect data for pilot or feasibility studies. If the pilot funding is exhausted and more is desired, the PI can submit a brief request for additional pilot funding to the Utilization committee detailing the progress to date, the reason for the request and the funding timeline. Productive use of pilot funding is highly desired and will be considered favorably by the committee in the review of a PI's future protocols and requests.

**C) For funded and unfunded protocols the following assessments will be performed:**

1. **Safety review:** This review will provide the investigator with safety recommendations specific to the 3TF. ALL members of the research project will have to attend safety trainings offered by the MRI center personnel. Certifications can be issued before/during 3TF application. Please contact the Head of MR Physics at CBI, Dr. Itamar Ronen ([itamar@bu.edu](mailto:itamar@bu.edu)) to schedule the safety training for you and member of your lab. PIs will be NOT be allowed to use the 3TF unless all members of the research project have taken the training. Certificate for training (valid for 1-year) will be issued by Dr. Ronen or Dr. Kim
2. **Technical needs assessment:** This technical review of the protocol is to insure that the facility and equipment are capable of performing the proposed work.
3. **Institutional approval:** Is the project approved by IRB/IACUC? If needed, MRI center personnel can provide the technical information necessary for BUMC IRB/IACUC submissions. We recommend that the PIs receive their BUMC IRB/IACUC approval BEFORE requesting for MRI scan times.