

## **Neuroimaging Research for Veterans (NeRVe)**

### **User Agreement Form**

The following are the guidelines, rules and good behavior that every user of the NeRVe must read and acknowledge. These rules are in place to facilitate sharing of resources, good collaboration with the department of radiology and with the VABHS. Any user who does not comply with the following rules may have his/her access to the NeRVe resources suspended. Principal Investigators are responsible for the training and appropriate behavior of their study staff. Please distribute this information to your team.

- (1) Before scheduling, it is the user's responsibility to assess eligibility of the participant for the MRI by using the clearance form provided on the NeRVe wiki website. Screening should be performed very carefully and the investigator should be clear with the participant that they must think carefully about each question as an incorrect answer could put the individual at risk or result in the individual not being able to be scanned on the day of scanning.
- (2) All investigators should be familiar with rules for scheduling scan slots. Projects will be reviewed regularly for the appropriate use of the schedule as well as the reasons contributing to any deviations from appropriate use (e.g. releasing scan slots less than 24 hours in advance). Recurring deviations may result in reduced access to the scanner.
- (3) All surgeries and possible exclusion criteria must be documented ahead of time (at least one week in advance is preferred) and any question must be forwarded to the technician at least 24 hours prior to the scan.
- (4) The MRI safety clearance form must be filled by the participant on the day of scanning according to the instructions provided by the NeRVe wiki (<http://www.vabostonimaging.org/>). The technician will sign the form and provide the user with a copy. It is the user's responsibility to keep the copy with their records.
- (5) PHI including consent forms and screening forms should not be taken off VA grounds without explicit approval to do this by the IRB. Forms should not be left at the MRI suite.
- (6) When cancelling scan, the user must remove/delete the reservation from the calendar, email the VA Boston Imaging group and email Jesse Sayers ([jessesayers@gmail.com](mailto:jessesayers@gmail.com)) (not the public email list) to explain the reason for cancellation. This should be done as soon as possible in every case. The full scheduling policy users are responsible for can be found at [http://www.vabostonimaging.org/internal/index.php?title=Scheduling\\_Policy](http://www.vabostonimaging.org/internal/index.php?title=Scheduling_Policy)
- (7) The user must confirm their presence at the scanner on the day of the scan to the technician by phone (extension 42896).
- (8) It is recommended to arrive in advance at the MRI suite. Direct your participant to the waiting area until the technician is ready to review the clearance document with the participant. Please provide ample time for your participant to change into the MRI safe clothes. You will only be provided the amount of time that has been scheduled for your scan (e.g. the specific 1.5 hour slot that you reserve; you will not be able to extend this time if another scan is scheduled for the next slot).
- (9) It is the user's responsibility to know the general parameters of their protocol. The technician will provide help, but the user must know the sequences to acquire. It is the investigators responsibility to assure that all imaging protocols match described protocols in the investigators approved protocol.
- (10) Individuals that are not directly involved in the scanning of the participant should not be at the scanner during imaging sessions. Additionally, anyone at the scanner must be focused on the session and participant and the investigators are responsible for checking the quality of their data at the time of scanning.

(11) Investigators must return all equipment to the state it was in prior to the start of their scan. All the equipment must be shut off, any cord that was moved replaced and all settings returned to their default configuration. Equipment mishandling can and will cause damage and loss of data.

(12) Your participant is your responsibility. You are responsible for instructing the participant. You are responsible to escort the participant from Zone 2 to Zone 4. After the scan, you are responsible to escort your participant out of the MRI suite at the end of the imaging session.

(13) The data processing computers of the NeRVe imaging room are at the disposal of the users. However, due to the limitation in available computers, users must use the cluster/screen command as much as possible. Users may be logged out by administrators if they fail to respect this.

(14) No user should be putting any data on the servers that do not have explicit IRB approval through the VA. No one should bring any PHI to the imaging servers or facilities or email to other imaging center investigators unless absolutely necessary for some reason and approved by the IRB. All data transfer should be performed through encrypted drives as approved by the IRB in the investigators approved IRB protocol.

*I understand and acknowledge reading the rules of behavior. I understand that, as a User, my privilege to use the resources of the NeRVe may be suspended if I do not comply with the rules stated above.*

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Name of User (in print): \_\_\_\_\_