

## Imaging Project Application Form

### Instrument Details

- 3T PRISMA MRI  
 7T MAGNETOM MRI  
 Acuson S3000 Ultrasound  
 Biograph Horizon PET/CT  
 CT

### Investigators

#### Principle Investigator/s (to be invoiced for this project)

Title	
Full Name	
School/Centre	
Faculty/Institute	
Email	
Telephone	

#### Co-Principle Investigator/s

Full Name:	
Faculty/Institute:	
Full Name:	
Faculty/Institute:	
Full Name:	
Faculty/Institute:	

Name of CAI collaborator if relevant

### Research Project Details

Project Title

Short Title - for booking code

Project Aim *Brief abstract approx. 150 words summarizing the background and aims of the study*

Anticipated start and finish dates

Starting date:

Finishing date:

**Project Methodology** *Specify; a) number and type of participants (eg controls or clinical groups) or research samples and duration of each scan session anticipated; b) experimental design, or task paradigm to be examined; c) imaging sequences to be used; d) any ancillary equipment to be used. If you require support in the experimental design or implementation, please specify here (it is expected that any support of this kind will be recognized as academic collaboration)*

### Instrument/Staffing Details

Instrument	Operator	Backup	Advanced Life Support/CPR	Radiopharmaceutical (for PET/CT)

### Funding Details

#### Project funding details

Please specify any grant or research contract funding this project

#### Is a CAI imaging grant requested?

New studies lead by a UQ researcher may be permitted at a discounted or subsidised rate, as a CAI Imaging Grant, usually to obtain preliminary data required for a full external grant application (see-attached conditions of use). If you wish to request a CAI Imaging Grant for subsidised scan fees, specify: A) number of scans requested; B) purpose of CAI Imaging Grant (it is expected that any approved subsidised scans will lead to a full grant application for the project in the future); C) reason why funds from other sources cannot be used for this project; D) previous subsidised scans approved and outcomes from those scans (eg. Grants, publications)

### Ethics Approvals

Do you have current UQ Human Research Ethics approval (MREC or BBSERC), nominating the instrument and staff involved?

No  Yes. Please enclose a copy of the ethics application and approval.

*\*\*Non-UQ users are required to provide postal address for billing purpose*

## Conditions of use of CAI facility

### Safety

All personnel using the facilities must adhere to all safety and operational guidelines. Each instrument will have an assigned safety officer, who has the responsibility to ensure that safety guidelines are met, and the authority of the Director of CAI to enforce those guidelines.

The scan will normally be run by a CAI radiographer and/or instrument supervisor, who will perform a metals safety check before the subject enters the magnet. If users wish to operate the scanner, they must satisfy the Director of CAI (or nominee), that they are competent to do so, and aware of all safety considerations.

For safety reasons, it is a requirement that a second suitably trained person\* is available during scan sessions. The user will be responsible for this person, as well as the supervision of subjects while at the CAI facility. The second person must be suitable to enter the magnetic field (no pacemaker or metal implants; not pregnant). The duties of this person may be project specific, and will be discussed during the design stage. Training in magnet safety will be provided by CAI staff. After business hours scanning may require special arrangements which will be discussed at the time of the application.

*\*For clinical subjects, there may also be a requirement to have a person with clinical training, such as a nurse or medical practitioner, registered to practice in Queensland to be present. The Principal Investigator is responsible for providing for these requirements. Staff at CAI will only be responsible for getting the subject safely into and out of the scanner, and acquiring the data.*

### Scans and fees

These fees cover the data acquisition only. Any additional requirements, such as contrast agents, are at the users' cost. Paradigm design, implementation, peripheral MR compatible devices and data analysis are the responsibility of the user. Data will be supplied to the user in DICOM format, on CD-ROM.

MRI scan fees are only charged once the paradigm is working, and the data are of the required quality. Normally, 1 or 2 preliminary sessions may be required to initiate a project and demonstrate it is working, with no charge. Such preliminary scans, at no cost, can only be provided for projects that will involve at least 10 subsequent scan sessions.

If a session is booked, and the subject is medically unsuitable or does not arrive, there will be a \$100 charge to cover our costs. If a session is cancelled with shorter than 24hours notice a \$100 fee will be charged. If multi-subject sessions are booked, and one subject fails to arrive, then this charge will be waived. There will be no charge for a session when there is a technical failure.

Please note that CAI reserves the right to adjust the charges detailed in these Conditions of Use from time to time in its absolute discretion.

### Recognition of CAI

It is expected that any intellectual contribution to the research be reflected in co-authorship of all collaborators directly involved in the research, in accordance with the NHMRC *Australian Code for the Responsible Conduct of Research*, 2007. This will be jointly agreed before the project commences.

### Acknowledgement of NIF

Purchase of the Siemens 7T Magnetom MRI scanner was jointly funded by the Commonwealth Government and UQ under the Education Investment Fund and established the scanner as a flagship instrument of the National Imaging Facility. It is required that NIF be acknowledged in publications and presentations arising from the use of the 7T scanner. Please include the following acknowledgement: *"The authors acknowledge the facilities, and the scientific and technical assistance of the National Imaging Facility at the Centre for Advanced Imaging, University of Queensland."*

### Use of Siemens Works-in-Progress sequences

Some protocols available on the scanners are provided by Siemens Healthcare as WIPs. The use of these WIPs is governed by a Research Collaboration Agreement between UQ and Siemens, under which, UQ has certain obligations. Users of Siemens WIPs must acknowledge Siemens and the WIP in publications, provide CAI with appropriate feedback on the outcomes produced by the WIP, and acknowledge that, under the terms of the agreement, the WIP may be withdrawn by Siemens at any time. Users from other institutions who wish to use Siemens WIPs installed on CAI scanners, must have an appropriate agreement with Siemens in place.

### **Research Outcome Reporting**

It is a condition of use that a list of all publications (including conference abstracts) and grant awards arising from the use of CAI facilities be provided to CAI as part of the Centre's reporting requirements. Users will be provided with a survey to complete this information annually.

### **Subjects**

Subject recruitment, consenting and medical suitability are the responsibility of the Principle Investigator.

### **Ethics**

Ethics or Biosafety approvals (for your institution / UQ as applicable) are the responsibility of the user. A copy of the application and the approval must be provided to this Centre. In the event that the user does not need approval from The University of Queensland, the user must provide CAI with his/her ethics application and approval from his/her institution. A copy of these documents will be forwarded by CAI to the relevant University of Queensland Ethics Committee, to ensure that UQ staff are appropriately indemnified. If the user is operating the spectrometer, then the ethics must clearly state that this is the case, and that CAI staff are not involved.

### **CAI Imaging Grant and subsidised scans**

To foster research, new studies may be permitted at a discounted or subsidised rate. A CAI Imaging Grant may be provided for new studies lead by UQ researchers to obtain preliminary data required for a full external grant application. After a subsidised study has been undertaken, a researcher applying for a grant must include the relevant full fee per scan in the grant budget if they wish to pursue their research. Studies are subsidised by the Centre with a view to providing sufficient preliminary data for researchers to apply for grant funding for a full study. The subsidy is offered with the expectation that subsequent fully-funded projects resulting from subsidised project will be undertaken on Centre facilities.

### **Data Analysis**

Data analysis and image post-processing for non-UQ users will be charged at \$300 per hour. If required by UQ users, collaborative arrangements for data analysis and image post-processing and their funding must be made with the Director of the CAI before a project can be approved. Users are responsible for backing up their own data. Data will be retained on the scanners for 7 days. Regular backup of data to central archiving is performed but users should not rely on this for long term data retrieval.

### **Quotes**

CAI can provide quotes for prospective users, for example: commercial rates for industry, or to set an agreed payment regime for a project.

### **Recording of usage: university funding**

All usage of CAI instruments will be recorded against the relevant Faculty or Institute. This recording is integral to the university's funding mechanism in which the Faculties and Institutes contribute annually to CAI's service function, based on the usage of the Centre's instruments.

**I certify that I have read the conditions of use and agree to adhere to them.**

---

Principal Investigator's  
Signature