



**Mount  
Sinai**

*TMI*

Translational and Molecular Imaging Institute

## **SOP 101** Starting a Research Project

The TMII Imaging Core resources are available to all qualified users and we encourage all investigators to take advantage of the TMII Imaging Core facilities.

New projects using the TMII Imaging Core resources is initiated with a project proposal. All projects are reviewed and approved by the Imaging Resources Management Committee (IRMC) based on 1) feasibility of the research on existing resources; 2) availability of equipment and 3) scientific merit. The proposals are assigned resource time based on availability. Continued resource time is based on ability to secure funding and progress of work. We have tried to keep the burden of starting a research project to a minimum and hope that you will appreciate that the requested information and approval process with help the Core plan its activities so as to support your research as effectively as possible.

For Federal grants a memorandum (template available - SOP105) from the TMII Director will be provided. The signed memo will need to be included in the Internal Documents tab of the InfoEd application.

**Steps:** For each new project the following steps will ensure expedited review and approval:

1) **Consultation with technical director:** Please consult with the applicable Technical Director to discuss the intended project, protocol feasibility, and any other technical or operational issue. When the study involves animal subjects, discussions with CCMS should also be initiated at this time.

The technical directors are:

- Cheuk Tang, PhD ([cheuk.tang@mssm.edu](mailto:cheuk.tang@mssm.edu)) for brain projects
- Bachir Taouli, MD ([bachir.taouli@mountsinai.org](mailto:bachir.taouli@mountsinai.org)) for Cancer or Body projects
- Zahi Fayad, PhD ([zahi.fayad@mssm.edu](mailto:zahi.fayad@mssm.edu)) for heart projects or any other inquiry

2) **Regulatory and ethical approval (IRB/IACUC):** Every project including pilot studies needs to document regulatory and ethical approval. Institutional Review Board (IRB) for human studies, or the Institutional Animal Care and Use Committee (IACUC) for animal studies must be demonstrated. A grants and contract office (GCO) number (<http://icahn.mssm.edu/research/resources/grants-and-contract-office>) must be provided.

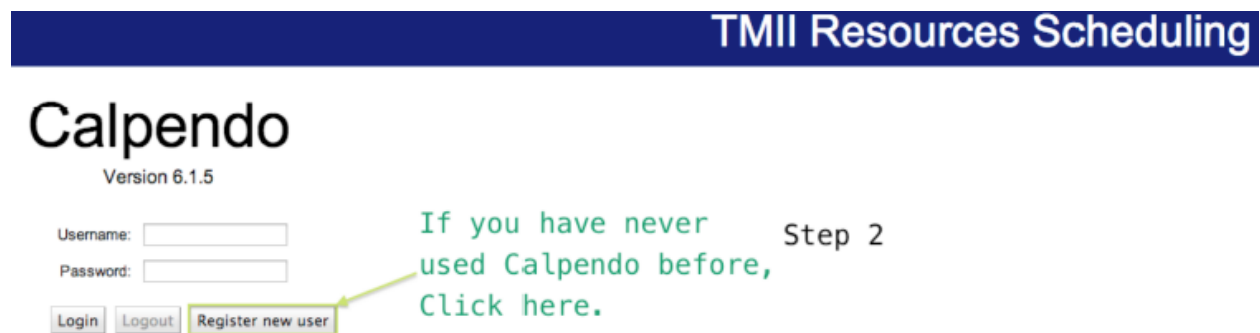
3) **Project submission:** New projects submission is done using the TMII Imaging Core web-based resource management system.

4) **Safety training:** Mandatory safety training (SOP102) prior to entering the Core facility is required.

5) **Kick-off meeting and/or scheduling:** Once the project is approved you will be able to use the TMII Imaging Core web-based calendar to schedule scanner time (SOP103). Depending on the study, a brief kick-off meeting may be needed prior to the start of the study to review the finalized workflow with all related parties.

Please follow the following steps to enter a new project:

**Step 1:** Prior to using Calpendo, make sure that you have the most recent version of your current browser. In your browser, type the URL: <https://tmii.mssm.edu/calendar/>.



The screenshot shows the Calpendo login interface. At the top, there is a dark blue header with the text "TMII Resources Scheduling" in white. Below the header, the word "Calpendo" is displayed in a large, bold, black font, with "Version 6.1.5" underneath it. The login form includes two input fields: "Username:" and "Password:". Below these fields are three buttons: "Login", "Logout", and "Register new user". The "Register new user" button is highlighted with a yellow border. A green arrow points from the text "If you have never used Calpendo before, Click here." to the "Register new user" button. The text "Step 2" is positioned to the right of the arrow.

Note: Calpendo can only be accessed within the Mount Sinai network. As such, scheduling cannot be conducted from another location.

**Step 2:** If you have never used Calpendo before, click “Register New User,” otherwise continue to Step 3.

a.) Registering a New User: Upon clicking “Register New User” fill out the following form.

TMII Resources Scheduling	
<b>New User Registration</b>	
Login name (e.g. smithj03)	smithj03 ← Should be your Mt. Sinai id.
First name	John
Last name	Smith
Password (Must be at least 6 characters)	*****
Confirm password	*****
Email address	john.smith@mssm.edu
Cancel	<b>Register</b> ← When the form is complete, click here.

Note: You will be unable to use Calpendo until your registration has been approved! Please allow up to two business days for your account to be approved. Your approval will be notified by the email you have provided.

**Step 3:** If necessary, reenter the original URL: <https://tmii.mssm.edu/calendar/>.

Enter the Username (Login Name) and Password you have specified during the new user registration. Then click “Login.” If you forget either your Username or Password, contact Edmund Wong or Daniel Samber.

TMII Resources Scheduling

# Calpendo

Version 6.1.5

Username: smithj03 ← Username is the same as Login Name

Password: \*\*\*\*\*

**Login** Logout Register new user

**Step 4:** The first time that you login to Calpendo you will be unable to view or schedule any projects. The user must be registered under an approved project. In order to create a new study/project, click “Projects,” then “Create Project” located on the upper left of the window.

TMII Resources Scheduling

Calendar Bookings **Projects** Help

Create Project 24 Today Refresh Printable View

My Projects

June 2013 Jun 10 Monday Jun 11 Tuesday Jun 12 Wednesday Jun 13 Thursday

a.) General: Fill out the following form to completion.

TMII Resources Scheduling

[Calendar](#)   [Bookings](#)   [Projects](#)   [Help](#)

Submit project request

<b>General</b>	GCO#	XX-XXXX	← May be obtained from PI
Project Resource Settings	Type	Other	← Specimen being scanned
<b>Users</b>	Status	Requested	
ADMIN USE ONLY	Project Title	Registering a Project Name	
	Project Description	Sample Project for Tutorial	
	Principal Investigator	John Smith	
	PI Phone Number	XXX-XXX-XXXX	
	PI Email	john.smith@mssm.edu	
	Other Investigators	This is a text field only, the names entered here are for information purposes only, and will not give other users the ability to schedule.	This is a text field only, go to "Users" to give others the right to schedule for this project. Step 4c
	FOR PILOT PROJECTS ONLY: If data is to be used for a grant application, provide potential funding source and application deadline.		
	Department	TMII	
	Funding Source	Other	
	Fund Number	XXXXXX	
	Duration Of Project	5 years	← Length of the entire project, not the time needed for each scan
	Total Imaging Sessions		
	Proposed Start Date	Jun 10 2013	
	Please list any peripherals needed for your scans	SpO2	
	Special Patient Care, Imaging, or Equipment Needs	Nurse, Changing Room	
	<b>***REQUIRED FOR HUMAN STUDIES ONLY***</b>		
	Name of physician responsible for incidental findings	Physician's Name	
	Physician Cactus ID	000000	← For Human Studies Only
	Exam Type 1	MRI Brain without Contrast	
	Exam Type 2	None Selected	
	Exam Type 3	None Selected	
	MRI Session (Human)	None Selected	
	PET/MRI Session (Human)	None Selected	
	PET/CT Session (Human)	None Selected	
	<b>***REQUIRED FOR ANIMAL STUDIES ONLY***</b>		
	MRI Session (Pre-Clinical)	Please select	← For Animal Studies Only
	IACUC# (animal projects only)		
	Email additional forms to: tmii.scheduling@gmail.com		

Note: It is important to have a valid GCO when filling out the information for your new study; this GCO is key for continuing further to scheduling appointments.

b.) Project Resource Settings: Click “Project Resource Settings” on the upper left side, then click “Choose Resources.”

The screenshot shows a menu with the following items: General, Project Resource Settings (highlighted with a red box), Users, and ADMIN USE ONLY. To the right of the menu is a button labeled "Resources Needed (Click 'Add Resource' to begin)". Below the menu is a button labeled "Choose resources..." which is highlighted with a green box.

Then, highlight the resources needed and intend on using. Click the arrow to select and move the resource. Once all needed resources have been selected, click “OK.”

The screenshot shows the "Resource Selection" dialog box. On the left, there are checkboxes for "Type" (No resource type, Scanner, Room) and "Location" (No location, SC1, SC2, TMII Area). The "Available Resources" list includes Biograph mMR, Magnetom 7T, Bruker 7T (highlighted with a red box and labeled "Highlight"), Bruker 9.4T, Biograph mCT, Procedure Room 1, Procedure Room 2, and Microscopy Room. A green arrow labeled "Select" points to the right arrow button between the available and selected resources lists. The "Selected Resources" list contains Skyra 3T. Below these lists is a "Resource Detail" section with a table:

Name	Skyra 3T
Location	SC2
Type	Scanner
Project Required	Project Required
Require Reason for Cancellations	<input type="checkbox"/>
Allow Old Changes	<input type="checkbox"/>
Collect Actual Usage	<input type="checkbox"/>

At the bottom of the dialog are buttons for "OK" (with a blue arrow pointing to it), "OK", and "Cancel".

c.) Users: Select the users that should have the ability to schedule and reserve resources for your project. Note that these users must already have an approved Calpendo account. If they do not, refer the desired person to Steps 1-2.

The screenshot shows the 'TMI Resources Scheduling' interface. At the top, there is a navigation bar with 'Calendar', 'Bookings', 'Projects', and 'Help'. Below this is a 'Submit project request' button. A green annotation points to this button with the text: '← When you have all the information for the entire project entered, click here'. Below the button is a 'General' section with a dropdown menu showing 'NikolaTesla (Nikola Tesla)'. A red annotation points to this dropdown with the text: '← Choose Names to add'. Below the dropdown is a table with columns for 'Login name (e.g. smith@03)', 'First name', and 'Last name'. The table contains three rows: 'dobosh@01' with first name 'Brian' and last name 'Dobosh', and 'NikolaTesla' with first name 'Nikola' and last name 'Tesla'. There is also a 'Remove' button below the table.

Login name (e.g. smith@03)	First name	Last name
<input type="checkbox"/> dobosh@01	Brian	Dobosh
<input type="checkbox"/> NikolaTesla	Nikola	Tesla

**Once all of Step 4 are complete, click “Submit Project Proposal.” You will NOT be able to schedule until your project has been approved. The approval may take up to a few days.**

*Please attach a copy of your approved GCO paperwork as well as any documentation you might have describing the project and protocol used.*

**Step 5:** You will receive a confirmation email that states that your new project has been approved. Please continue on to Scheduling to view and book appointments for your necessary resources.