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) for brain projects

• Bachir Taouli, MD (bachir.taouli@mountsinai.org) for Cancer or Body projects

• Zahi Fayad, PhD (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 Calendo, make sure that you have the most recent version of your current browser. In your browser, type the URL: [https://tmii.mssm.edu/calendar/](https://tmii.mssm.edu/calendar/).

![Calpendo](Image)

If you have never used Calpendo before, Click here.

**Step 2**

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.

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.

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

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.”
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.

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.