

**Magnetic Resonance Research Center  
University of Pittsburgh  
MRRC 009: Investigator Responsibilities**

**1. Purpose:**

This SOP defines responsibilities of the investigator and investigator's study team.

**2. Background:**

The MRRC is a diverse center with users from many departments and protocols with drastically different needs. This document addressed the common questions of "What services does the MRRC provide?" and "What services does the study team provide?".

**3. Operations and Procedures:**

The MRRC's primary responsibility is to acquire high quality MRI data and provide that data to the study team in a reasonable amount of time. Specific responsibilities include:

- Final safety screening on day of scan
- Accompanying research participants into Zone III
- Helping research participants onto the scanner bed
- Installing any response, comfort, or safety equipment (e.g., foam ear plugs, blankets) unless a special arrangement is made for the study team to handle instead
- Operate the MRI scanner according to protocols established by the MRRC physics team
- Sending data to the MRRC's data repository (XNAT)
- Conducting a brief screening for obvious incidental findings
- For studies using contrast agent: dose and administer contrast agent

The study team is responsible for:

- Safety prescreening, eligibility prescreening, and scheduling of all research participants within compliance of the MRRC's scheduling policy
- Notifying MRRC (prior to the day of scanning) of any implanted devices detected during prescreening
- Determining if a participant can reliably answer safety screening questions on their own
- For research participants under the age of 18: Providing the MRRC (prior to the day of scanning) with contact information of parent/guardian via email to conduct final safety screening
- Escorting research participants to the MRRC facility
- Staying in scanner control room throughout scan to communicate with research participant and provide instructions for task-based fMRI studies
- Coordinating any additional non-MRI measurements. The MRRC is an MRI-only facility and does not provide EEG, MEG, CT, PET, or behavioral testing as a service.
- Any service that requires nurse or physician support (e.g., catheterization)
- Sending data to data repositories other than the MRRC's local resources
- For studies using contrast agents: Having an IV placed prior to arriving at the MRRC

**4. Annual recommendations:**

Investigators should regularly ensure they are in compliance with all MRRC policies. At minimum, an annual check should include:

- Is the MRRC aware of any discontinued studies?
- Is fixed slot allocation appropriate for active studies?
- Are all study team members listed as contacts in the MRRC online scheduling system?
- Is the primary scheduling contact correct?
- Are all study team members signed up for the MRRC email list at <https://list.pitt.edu/mailman/listinfo/mrcrusers>?
- Have all study team members completed safety training?
  - Watch MRI safety video
  - Complete MRRC quiz
  - Print quiz result and bring to MRRC
  - Complete safety screening form and bring to MRRC