



EMORY
UNIVERSITY

Center for Systems
Imaging Core

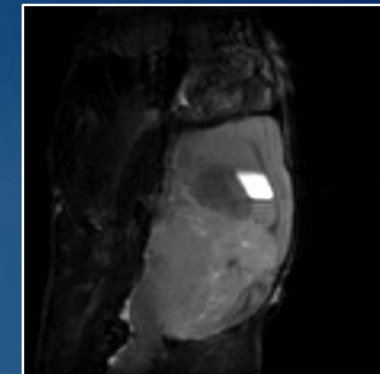
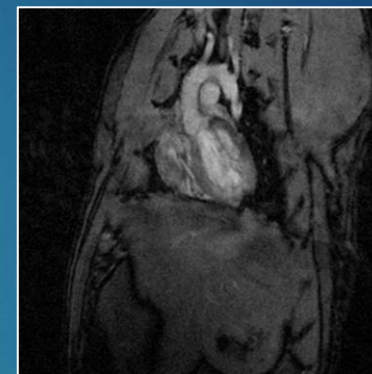
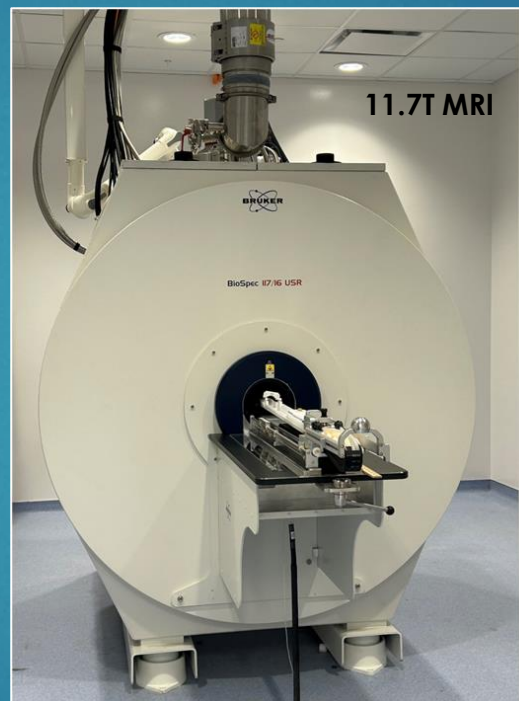
Emory Integrated Core Facilities

9.4T MRI

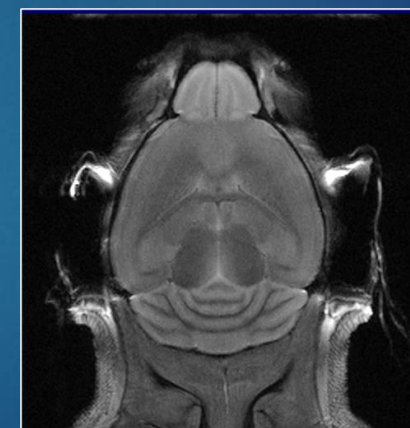


Bruker 9.4T Small Animal MRI system (Whitehead)
Bruker 11.7T Small Animal MRI system (HSRB-II)
Dedicated research small animal (rodent) MRI systems

11.7T MRI



9.4T MRI Images



11.7T MRI Image

Animal MR Imaging User Guide

Locations:

➤ 9.4T - Whitehead Biomedical Research Bldg

9.4T Small Animal Research MRI, Suite L05*
615 Michael St
Atlanta, GA 30322

**CSIC's animal research MRI suite is located within the DAR facility in WBRB and is restricted access. PI/study team member will meet Jaekeun Park at main lobby of Whitehead to be escorted to the 9.4T scanner suite for scheduled MRI appointments.*

➤ 11.7T - Health Sciences Research Bldg II

CSIC Main Entrance Suite G100**
11.7T Small Animal Research MRI, Suite G233
1750 Haygood Dr NE
Atlanta, GA 30322

***CSIC's entrance is accessed directly from the exterior of HSRB-II (back side of building across from parking area). PI/study team member will meet Jaekeun Park at G100 to be escorted to the 11.7T scanner suite for scheduled MRI appointments*

Contacts:

9.4T & 11.7T MRI Support/Questions:

- **Sheila Keilholz, PhD**, CSIC Animal MRI Program Director
sheila.keilholz@emory.edu, 404-727-2433
- **Jaekeun Park, PhD**, CSIC Assoc. Scientist, Research
(CSIC 9.4T and 11.7T MRI Scientist)
jcpark2@emory.edu, 404-727-4777

9.4T & 11.7T MRI Scanner Suites:

- **9.4T MRI Control Room** – 404-727-0564
- **11.7T MRI Control Room** – 404-712-1171

CSIC Additional Contacts:

- **John Oshinski, PhD**, CSIC Director, *jnoshin@emory.edu*
- **Joy Staulcup**, CSIC Operations Mgr, *joy.staulcup@emory.edu*, 404-712-1024

Pre-Onboarding-Animal Imaging Coordination:

MR Protocol Review Meeting

3



STEP 1: Animal MR Protocol Review Meeting

PI/Study Coordinator:

- Contact Shella Keilholz, PhD (Animal MRI Program director) and Jaekeun Park, PhD (Animal MRI Scientist) to schedule review meeting for PI's IACUC protocol.
- Review protocol's imaging needs to verify CSIC can support imaging requirements
- Determine whether IACUC modifications are needed to support protocol



CSIC:

- CSIC Animal MRI Program Director or CSIC Animal MRI Scientist provides PI/study team with information regarding modifications that will be required for PI's imaging protocol (as applicable)



PI/Study Coordinator:

- PI submits IACUC modification for approval.
- Once IACUC approval received, PI/study coordinator submits CSIC Animal MR Study Application and all required study documents to onboard the study (see Step 2, page 4)

Getting Started with CSIC: Application and Onboarding Process



STEP 2: Visit CSIC's [Application Process and Forms](#) Webpage

Note: All research studies that utilize animal imaging services at Emory's *Center for Systems Imaging Core* must adhere to Emory's Office of Research Administration, IACUC, and DAR policies governing animal research.

PI/Study Coordinator:

- Download and Complete **CSIC 9.4T or 11.7T Study Application**
- Send Study Application along with IACUC approval letter and IACUC protocol document* to CSIC Operations Manager (see pg. 2 for contact info)

CSIC Operations Manager:

- CSIC review/confirmation of required study documentation

CSIC Operations Manager:

- Study onboarded into CSIC scheduling system
- CSIC protocol name and appointment scheduling instructions sent to PI

*IACUC protocol must include MR procedure section, must note that CSIC will provide MR services and list the CSIC MR location where MR will be completed (i.e. 9.4T MRI or 11.7T MRI).

Appointment Scheduling Process: Requesting and Confirming Appointments

5



STEP 3: Requesting and Confirming Animal MRI Scan Appointments

Appointment Request Process

➤ **PI/Study Coordinator Sends Email to CSIC's Animal MRI Scientist (Jaekeun Park, PhD) with below information. Jaekeun will complete MR scan (as CSIC scanner technician).**

- Scanner (i.e. 9.4T or 11.7T) and Requested Date and Start Time
- Duration (# hours) requested
- PI Name
- PI's CSIC Protocol Name (assigned during onboarding process)
- Study Speedtype to bill MR service (required)



Appointment Confirmed

➤ **CSIC's Animal MRI Scientist will schedule the appointment in CSIC's online scheduling system (DaySmart) and send confirmation to PI/Study Coordinator**

- Appointment day/time finalized and status reflected as **Confirmed** in CSIC Scheduling system*
- Note: CSIC requires 24-hour notice to cancel a scheduled appointment (see Step 5, pg. 7 for cancellation policy and billing info)

*PI can login to CSIC Scheduling system and select "Appointment Activity" to view or confirmed or completed appointments for protocol – see Appendix A (page 8) for instructions.

Day of Appointment: Meet Up Locations and Access

6

✓ STEP 4: Day of Appointment Process

- **PI/study team member is responsible for bringing animal(s) to CSIC's scanner suite (or for coordinating with DAR for any animal holding/transport arrangements needed) for scheduled MRI appointments at CSIC's 9.4T MRI or 11.7T MRI.**
 - PI/study team member is also responsible for monitoring/responding to animal condition during the scan.
- **CSIC staff will provide access to PI/study team member for scheduled appointments** (no card access provided to HSRB-II/Whitehead or CSIC's MRI suites due to School of Medicine building access policies and MR safety/security protocols).
- **For 11.7T MRI Appointments:** CSIC Animal MRI scientist (Jaekeun Park, PhD) will meet PI and/or Study Coordinator in **Health Science Research Building-II (HSRB-II), G100** (CSIC's lobby/reception area) – see [CSIC HSRB-II G100 location map](#) at designated meet up time for the scheduled appointment date.
- **For 9.4T MRI Appointments:** CSIC Animal MRI Scientist (Jaekeun Park, PhD) will meet PI and/or Study Coordinator in the main lobby entrance of **Whitehead Biomedical Research Building** at designated meet up time for the scheduled appointment date.

Billing Process:

Billing and Invoicing for Animal MRI Services



STEP 5: Billing and Invoicing Process – View [CSIC Current Rates](#)

Monthly Billing Report:

- CSIC Ops Manager pulls report at beginning of the month for all prior month's completed imaging appointments



Upload to PPMS/Invoices Issued:

- Billing report sent to core finance team to upload into PPMS system (core finance system)
- Invoices emailed to PI (2 days to review and notify CSIC Ops Manager of any discrepancies)



Charges Posted to ST:

- CSIC imaging service charges posted to study Speedtype in Emory Compass Financial system.

CSIC Billing Policies:

- **Animal MRI scan** - ROT (room occupancy time) per hour is billed at CSIC's animal MRI with technician rate (or without a technician rate as applicable) for the duration of time from start (animals brought into scanner suite) to finish for the entire animal MRI scan process (animal leaves scanner suite and sanitation process completed). If needed, CSIC can provide up to (2) hours of non-billable hours of scanner use to assure protocol is set up on the MR scanner and working properly before study scans begin.
- **Cancellation Policy** - Study team must notify CSIC animal MRI scientist/technician within 24-hours of scheduled appointment if scan needs to be canceled. A **late cancellation fee equal to 50% of the scheduled appointment time** will be charged for any late cancel notice within the 24-hour window.

Appendix A:

CSIC Scheduling System Instructions

8

Note: CSIC does not allow self-scheduling via the on-line scheduling system for appointments for animal MRI appointments due to the pre-coordination needed with study teams for supporting animal scans. **Appointments will be added to the scheduling system by CSIC's Animal MRI Scientist (Jaekyun Park, PhD)** once they are confirmed via the appointment scheduling process described in Step 3 (page 5). However, the below process can be used to view pending, confirmed, and completed appointments for a study's Animal MRI scan appointments in CSIC's scheduling system.

1. Access CSIC's online scheduling system (DaySmart) by using the Investigator login page:

<https://booknow.appointment-plus.com/peeyh9s/10>

- Enter **Investigator Login/User ID** and **Password** (temporary password is provided to Investigator when study onboarded and must be changed at first login to system)

2. At first menu, select the “**Appointment Activity**” link on the right-hand side of page to view appointments and status (Pending, Confirmed, or Completed).