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| WIN Project Code Request Form Version: Feb 2025 | | |
| *Email the completed form to* [*radiographers@win.ox.ac.uk*](mailto:radiographers@win.ox.ac.uk) *along with documents listed under Document Check. Please contact the radiographers if you have any questions while filling in this form.* | | |
| **Study Information** | |  |
| Site Preference?  *(Delete as appropriate)* | FMRIB  OHBA |  |
| Reason for site preference? |  |  |
| Project Title  *(As stated in ethics)* |  |  |
| Calpendo/Short Title  *(Maximum of four words)* |  |  |
| Brief study explanation  *(One small paragraph maximum please)* |  |  |
| Anticipated study start and end dates |  |  |
| Anticipated number of scans per week |  |  |
| WIP Date |  |  |
| **Ethics Information** | |  |
| CUREC or NRES number |  |  |
| Any other studies on this ethics?  *(If yes please list the Calpendo Study IDs)* |  |  |
| Ethics expiry date |  |  |
| **Participant Information** | |  |
| Total number of participants |  |  |
| Number of MRI sessions per participant |  |  |
| Age range |  |  |
| Healthy participants or patient participants  *(Please state type of patient and whether they are an outpatient/inpatient)* |  |  |
| Scan Type Category  *(Delete as appropriate, please refer to the Minimum Attendance Policy for full descriptions,* [*FMRIB*](https://www.win.ox.ac.uk/files/research-facilities/fmrib_mri_minimum_attendance_policy.pdf)*,* [*OHBA*](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/MRI_Minimum_Attendance/OHBA_MRI_Minimum_Attendance_Policy.docx?d=w5640422d058249a5afa0f6902c363d47&csf=1&web=1&e=DBTHEK)*)* | Cat 0: Phantoms only  Cat 1: Healthy participants (simple scanning)  Cat 1a: Healthy participants (task fMRI or experimental manipulation)  Cat 2: Vulnerable participants or low risk intervention  Cat 3: High risk |  |
| Will the participant group have any difficulty answering screening questions?  *(Are there any underlying neurological disorders eg dementia, cognitive impairment, brain damage)* |  |  |
| Will the participant group have any difficulty changing into scrubs? |  |  |
| Will the participant group have any difficulty getting on or off the scan table? |  |  |
| Any testing and/or preparation time required |  |  |
| Will you be [administering drugs](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/SOP_Rapidly_acting_drugs/SOP_Rapidly_acting_drugs.docx?d=we57d27174621415cbfcae5ab94808bd2&csf=1&web=1&e=0hcQ8o) or [gadolinium](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/SOP_Gadolinium_Based_Contrast_Agents/SOP_Gadolinium_contrast_use.docx?d=we62d59ffe8db42f58519115c80d3df6c&csf=1&web=1&e=624iHD), [taking bloods](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/Bloods_Sampling_and_Handling/Bloods_Sampling_and_Handling.docx?d=wf8625f80eeae49199436bb1504af9164&csf=1&web=1&e=6h8UGU) or giving other interventions before, during or after scanning?  *(If yes please give details)* |  |  |
| Will you be following the WIN Incidental Findings Procedure ([Adult](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/SOP_Neuro_Incidental_Findings/SOP_Neuro_Incidental_Findings.docx?d=waf0a9d1a5e3c4e08b6388758f05f4e56&csf=1&web=1&e=baeotB), [Paed](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/SOP_MRI_Scanning_in_Children/SOP_Paed_Incidental_Findings.docx?d=w3e01b11dbc12494b83c65cccc065e7b8&csf=1&web=1&e=7HT7G5))?  *(If using an alternative, please detail what the procedure will be)* |  |  |
| **Funding Information** | |  |
| Is the funding from commercial sources?  *(There may be some restrictions on sequences that can be used)* |  |  |
| Is the funding from the NIH or EU? |  |  |
| Total number of scans on this study |  |  |
| Number of scans to be charged at the WIN standard rate  *(3T £790/hr, 7T £790/hr)* |  |  |
| Number of Top-up scans requested  (Please refer to the [WIN Top-up Form](https://www.win.ox.ac.uk/files/research-facilities/win_top-up_form_apr24.docx) for details) |  |  |
| Quarterly standing charge  *(For development projects)* |  |  |
| **NDCN Administered Grants** | |  |
| Cost Centre Code |  |  |
| **Other University Department Administered Grants** | |  |
| Cost Centre Code |  |  |
| Department |  |  |
| Funding Admin Name  *(Relevant for funding queries)* |  |  |
| Funding Admin Address |  |  |
| Funding Admin Email |  |  |
| Funding Admin Phone |  |  |
| **Externally Funded** | |  |
| Institution/Department |  |  |
| Funding Admin Name  *(Relevant for funding queries)* |  |  |
| Funding Admin Address |  |  |
| Funding Admin Email |  |  |
| Funding Admin Phone |  |  |
| Please send a copy of the PO  *(PO must cover potential cost of all scans. Please attach PO)* |  |  |
| **Scanning Information** | |  |
| **Scanner Booking** | |  |
| 3T or 7T (or both) |  |  |
| Proposed slot length  *(Should include pre-scan screening, equipment setup, volunteer setup, localisers, shimming & scanning, equipment removal and clean up if required – see page 3-4 of* [*MRI Scanning Guide*](https://www.win.ox.ac.uk/files/research-facilities/mri_scanning_guide.pdf) *for further details)* |  |  |
| Total number of scans on this study  *(If a participant is to be scanned more than once then please multiply number of participants by scans per participant)* |  |  |
| Special scanning times required? |  |  |
| Any time constraints for completion of study? |  |  |
| **MR Protocol Sequences** | |  |
| Please indicate which sequences will be used and their approximate length | |  |
| Structurals |  |  |
| fMRI (Standard or Multiband) |  |  |
| ASL |  |  |
| DTI (Standard or Multiband) |  |  |
| MR Spectroscopy |  |  |
| Other imaging |  |  |
| **Equipment** | |  |
| Stimulus equipment required |  |  |
| What equipment will you take into the scanner room? Is any of it new or untested at this field strength? |  |  |
| Physiological monitoring equipment *(Respiratory bellows, pulse meter, eye tracker, etc)* |  |  |
| Any additional equipment  *(Pain devices, tDCS, tACS, EEG, gases)* |  |  |
| Equipment setup time |  |  |
| **Research Team** | |  |
| **Main researcher conducting the experiment** | |  |
| Name  Job Title  Department  Telephone  Email |  |  |
| Oxford University Single Sign-On ID |  |  |
| Date of last [WIN Magnet Safety Training](https://www.win.ox.ac.uk/about/training/magnet-safety-training)? |  |  |
| Have you attended scanner specific MRI Emergency Procedure Training and Scanner Induction? If yes please state site, scanner and date. |  |  |
| [MR Service Agreement](https://www.win.ox.ac.uk/files/research-facilities/mri_scanning_service_agreement.pdf) signed? |  |  |
| Previous FMRIB/OHBA scanning experience? If none please outline any other relevant experience. |  |  |
| **Principal Investigator** | |  |
| Name  Job Title  Department  Telephone  Email |  |  |
| Oxford University Single Sign-On ID |  |  |
| Date of last WIN Magnet Safety Training? |  |  |
| Have you attended scanner specific MRI Emergency Procedure Training and Scanner Induction? If yes please state site, scanner and date.  (Only if you will be attending scans) |  |  |
| [MR Service Agreement](https://www.win.ox.ac.uk/files/research-facilities/mri_scanning_service_agreement.pdf) signed? |  |  |
| Previous FMRIB/OHBA scanning experience? If none please outline any other relevant experience. |  |  |
| **Other Team Members** *(duplicate this section if necessary)* | |  |
| Name  Job Title  Department  Telephone  Email |  |  |
| Oxford University Single Sign-On ID |  |  |
| Date of last WIN Magnet Safety Training? |  |  |
| Have you attended scanner specific MRI Emergency Procedure Training and Scanner Induction? If yes please state site, scanner and date.  (Only if you will be attending scans) |  |  |
| [MR Service Agreement](https://www.win.ox.ac.uk/files/research-facilities/mri_scanning_service_agreement.pdf) signed? |  |  |
| Previous FMRIB/OHBA scanning experience? If none please outline any other relevant experience. |  |  |
| **Scan Cover**  *Depending on the Scan Category an appropriately experienced researcher must be present for all scanning sessions - refer to Minimum Attendance Policy (*[*FMRIB*](https://www.win.ox.ac.uk/files/research-facilities/fmrib_mri_minimum_attendance_policy.pdf)*,* [*OHBA*](https://unioxfordnexus.sharepoint.com/:w:/r/sites/WIN-HUB/WIN%20Wide%20Records/MRI_Minimum_Attendance/OHBA_MRI_Minimum_Attendance_Policy.docx?d=w5640422d058249a5afa0f6902c363d47&csf=1&web=1&e=DBTHEK)*). Please nominate all persons who may act in these roles.* | |  |
| **Experienced Researcher**  Category 1 (Extended Hours)  Category 1A |  |  |
| **Specially Trained Researcher**  Category 2 |  |  |
| **Practicing Medic/Anaesthetist**  Category 3 |  |  |
| **Document Check** | |  |
| NRES/CUREC application attached? |  |  |
| NRES/CUREC amendments attached?  *(Please number or date)* |  |  |
| NRES/CUREC approval letter attached?  *(Please also include those for amendments)* |  |  |
| Research (study) protocol attached?  *(Only if one was submitted to NRES/CUREC)* |  |  |
| Healthy volunteer information sheet and consent form attached? |  |  |
| Patient volunteer information sheet and consent form attached? |  |  |
|  |  |  |
| **Completed at Project Form Review** | |  |
| Calpendo ID |  |  |
| Assigned Radiographer |  |  |
| Assigned Physicist |  |  |
| Comments |  |  |