

**Full Project Specification Form**

**Chief/ Principal Investigator**

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| **Name:** **Address:** **Email:** **Telephone:**  |

**Co Investigators/Research Collaborators**

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| **Name /s & emails** |

**Title of Project**

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**Sponsor**

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**Funding**

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**Study start date & length of study**

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**CRICBristol MRI SUITE**

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| **Type of MR scan required** |
| **Number of research patients/participants** **Number of scans****Total scan time**  |
| **MR specialist Equipment requests***e.g. Eye tracker, Biopac, button box, physiological monitoring, 12 lead ECG, specialist stimulus software, auditory stimulus delivery.* |
| **MR special requests***e.g., feasibility test session, out of hours scanning sessions, specialist non standard pulse sequences or MR compatible equipment* |

**CLINICAL INVESTIGATION SUITE**

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| **Number of rooms** |
| **Days/Hours required**  |
| **Number of subjects/patients** |
| **Procedure/Testing** |
| **Equipment** *e.g. centrifuge, 12 lead ECG, ice box, Temperature controlled fridge, drug cabinet*  |
| **Details of project staff/research nurse**  |

**SLEEP STUDY SUITE**

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| **Number of rooms** |
| **Number of subjects/patients** |
| **Equipment**  |
| **Procedure/Testing** |
| **Detail of personnel working on project overnight (5.30pm-8.30am)****NB: *All overnight staff are required to do CRICBristol Sleep lab induction and no bookings can be made until induction has been completed. Use of sleep labs and overnight working in CRICBristol is subject to local rules and procedures. See Section C: Sleep Studies Suite local rules and procedures of CRICBristol Quality manual*** |

**CRIC SERVER AND COMPUTING**

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| **Type of Data** **Software package required****Estimated time required for Data processing****Estimated Size of data** (e.g. round up to nearest GB or TB)Please provide a copy of you Study Protocol Data handling policy and procedures |

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| **CRICBristol Terms and conditions*** All projects are subject to the CRICBristol local rules and procedures as set out in CRICBristol Quality manual which can be obtained from CRICBristol website www.cricbristol.ac.uk.
* Research users are required to read in particular the sections pertaining to facilities they are using in CRICBristol in the Quality Manual and note the bookings and cancellation procedure for each facility.
* All bookings are to be made on CRICBristol booking system and bookings are provisional until approved by CRICBristol staff on the booking system.

**MRI Terms & Conditions** **Operator Cover*** For studies requiring an MR operator you must book slots during the hours where there is MR cover available.
* For studies requiring operator cover outside the designated hours this need to be requested and approved by CRICBristol Centre manage in the MR special request section of this form.
* Bookings for more than 4 weeks in advance are considered provisional, to allow the operators to plan leave.

Scan Timing* It is the responsibility of the researcher to ensure that the experiment can be completed within the booked scanner time. Over-running is likely to result in the experiment being cut short.
* The researcher shall ensure that the participant is ready to enter the MR scanner at least 5 minutes before the start of the exam. This includes:
	+ Initial and second screening forms have been completed.
	+ The participant has removed all metal from their pockets, clothes, hair etc.
	+ Consent form has been completed.
	+ The experiment and MR procedure has been fully discussed with the participant.

Advance booking limit* 3 months for patient groups, 2 months for other studies.

Regular bookings* For studies that require a regular timeslot each week (e.g. clinical populations, or large cohorts) you can request this from the CRICBristol Centre Manager.
* The timing of the regular slot will be accommodated as far as reasonably practicable, subject to the limitations of scanner operator provision.
* Regular bookings may have to be changed in future to accommodate changes in scanner operator provision or scanner demand.
* A maximum of *four hours* per study per week during Core Hours (as defined below) may be allocated in **regular bookings** to any one study.

Core Hours are :Mon 9-5\*, Tues 9- 5\*, Wed 9 – 5\*, Thurs 9 – 5\*, Friday 9 – 5\* \*If the research overruns and this can be accommodated without compromising other CRICBristol research, then the use of the facilities will be charged in addition to this agreement per session (or part thereof).Out of core hours bookings are available on request and must be approved by the Centre Manager or Lead Research Radiographer**Other Equipment*** If your study requires additional equipment – e.g. Physiological monitoring, MR compatible specialist equipment Biopac, 12 lead ECG - please ensure that this equipment is booked *as well*. This equipment is often used in other parts of the building, so a booking of the MR scanner does not imply these components are included.
* Consumables please list consumables you wish for CRICBristol to provide. Please be aware that these will be invoiced according to the cost of the items required
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**Invoicing**

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| **CRICBristol facility Costs** **Study Total =****Cost code *(if UoB)***

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**Agreed Payment schedule** **Monthly in arrears for slots booked under CRICBristol booking policy**  |

**Invoice contact details**

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| **Contact Name** **Address****Email****Telephone**  |

**Applicant Signature**

**By signing, agreeing to the total and dates given above**

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| **Name: Date:** |

**CRICBristol OFFICE USE ONLY:**

**CRICBristol Project Code**

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**CRICBristol facility costs**

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**Staff allocation**

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**Location of Project approval document**

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**Risk assessment**

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| **Dated:** |

**CRICBristol Authorisation**

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| **Signature****Name Date:** |