

IMAGING RESEARCH CORE

User Agreement

Thank you for your interest in working with the Imaging Research Core within the Case Center for Imaging Research (CCIR).

ABOUT THE IMAGING RESEARCH CORE: The Imaging Research Core is a preclinical and clinical imaging research facility that serves the Case Comprehensive Cancer Center, Clinical and Translational Science Collaborative (CTSC), the Digestive Diseases Research Core Center (DDRCC), and researchers across CWRU, Northeast Ohio and throughout the country. The Imaging Research Core provides access to preclinical MRI, XRay, CT, and PET, a range of optical imaging services, as well as customized services such as radiochemistry synthesis and imaging analysis. We can also support specialized research projects through collaborations with one of our ~25 imaging research faculty. The Core also houses a satellite facility of the CWRU Animal Resource Center, an AAALAC-accredited facility to provide animal housing directly within the preclinical imaging lab with 12 hr on/12 hr off lighting and Class IIB2 biosafety cabinets for effective animal handling during the proposed imaging studies.

GETTING STARTED: A full description of equipment and services offered through the Core, pricing, and contact information can be found on our website: <http://case.edu/medicine/ccir/>. Discounted prices are available for self-service scans for individuals who have completed training with a Core Staff member and demonstrated competency on each instrument. All new project requests and scheduling should be done through the Core Facilities iLab Interface: (<http://bit.ly/2r5wdr2>) or via email (ccir@case.edu).

TRAINING:

To be eligible for the self-service discounts, users must receive safety and instrument training provided by the Core staff prior to usage. While we understand the utility of having individuals from a single lab assist each other, this DOES NOT qualify as Core training. Training must be completed by a Core staff member and documented on this form. There is no charge for training time, but this time must be scheduled separately from the planned imaging studies. We are happy to provide additional training and/or refreshers at any time.

Additional training by CWRU Environmental Health and Safety may also be required for some instruments. Core staff will notify you when this is necessary.

IMAGING DATA RETENTION / BACKUP:

All users are required to backup their imaging data within 30 days of scanning. **After 30 days, data on source computers will be deleted.**

BILLING PROCEDURES:

Invoicing and billing is conducted through iLabs and based on actual usage time. All CWRU users will be billed on a monthly basis through direct integration of iLabs and PeopleSoft. Non-CWRU users will also be invoiced on a monthly basis and payments must be directed to CWRU Accounts Payable per the invoicing terms.

SMALL ANIMAL FACILITY:

The Core provides general animal husbandry for rats, athymic mice, and other mice in collaboration with the ARC Veterinary Services. Prior to transferring animals to the facility, the Core and the ARC

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Veterinary Services must grant approval. Imaging Request Forms must be completed and submitted to Imaging Core staff (ccir@case.edu) for routing and approval.

Investigators are responsible for ensuring that 1) any personnel who will be handling animals, performing surgeries or imaging have received proper training and approval from CWRU's ARC (contact arctraining@case.edu for more information) 2) all such personnel are listed on the individual PI's IACUC-approved studies, and 3) any procedures performed within the Core (including surgeries) are included within the individual PI's IACUC-approved study.

Animals housed within the facility are billed directly to the PI through the ARC at their published per diem rates.

Users are responsible for following all ARC rules for post-surgical/post-treatment/tumor monitoring and care.

I have received and reviewed the Imaging Research Core User Agreement.

(User Signature)

(User Printed Name)

(Date)

(Principal Investigator Signature)

(Principal Investigator Printed Name)

(Date)