Washington University in St. Louis
SCHOOL OF MEDICINE

Center for Clinical Imaging Research

Process for Registering and Integrating Research Protocol within the CCIR

STEP 1: Select and submit the correct CCIR form for your imaging study.

- Go to http://ccir.wustl.edu/services/forms.shtml to download the correct CCIR form for your imaging study.
- Complete the form to the best of your ability. The more information entered on the form, the faster the review and approval process will be for getting your study running in the CCIR.
- Submit the CCIR form and any supporting information requested on the form electronically to ccir-coord@mir.wustl.edu.

STEP 2: Assist the CCIR in compiling information required to evaluate and define your research study.

- The CCIR will review your form to verify the facility can support the imaging component of your research study.
  NOTE: This evaluation is not a scientific review, but rather an examination of the feasibility of the project given the technical capabilities and resources within the center.
- The CCIR may have to recruit additional staff/faculty to adequately evaluate your research request. If additional information is required (either from you or from a sponsor) you will be contacted to discuss the proposal and possibly assist in gathering this information.
- If technical or scientific questions arise during this review you will be contacted by either the CCIR staff/faculty for clarification and/or to discuss further.
- After the initial feasibility check and assessment, you will receive a "Preliminary Price Analysis" detailing the costs of the proposed study.

STEP 3: Refine the imaging component of your research study in the CCIR

- After an initial assessment is made, the imaging component of your study may need to be refined and various additional details may need to be sorted out.
- If all this information is available, e.g., a sponsored protocol, the refinement process could be skipped or proceed very quickly. If this information is not available, e.g., the development of a new imaging proposal/protocol, the refinement process can take significantly longer while the details are established. In addition, these efforts may incur pre-study costs if scanner and/or significant resources are required.
- During this step, you may be contacted by the CCIR to provide further assistance, information or missing supporting documentation. All documentation must be on file to activate the imaging protocol.
- If significant changes are made during the refinement process, you will receive an updated "Preliminary Price Analysis" that details the costs of the new study.

STEP 4: Protocol Integration into the CCIR.

- After all the details for your research study are resolved, the final version of your protocol will be integrated into the facility by the CCIR staff. In practice, this step may occur in real time while you are working with the CCIR.
- At this time, the supporting documentation (e.g. HRPO approval letter, HRPO stamped consent, HRPO stamped protocol, RDRC approval letter) should be, or will need to be, submitted to the CCIR to be placed on file.
- When this step has been completed, you will be notified by the CCIR and receive a CCIR number that activates your protocol. This number will be used for scheduling research subjects.

STEP 4: Scheduling a research subject in the CCIR.

- Please see http://www.ccir.wustl.edu/facilities/calendars.shtml for a preview of the CCIR calendars.
- A time slot can be reserved by calling the CCIR Receptionist (for MR) or the specific modality and arranging a date and time with the technologist.
- When scheduling time, you must provide your CCIR protocol number and a copy of the front and last page of the informed consent for filing.
- Please arrive with your subject at least 30-minutes prior to your appointment time to ensure we optimize the scanner usage for your study.

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