

Instructions for ICTS/ MIR-JIT Funding Applications
(These instructions only applies when requesting the use of the HIU Core)

The Just-In-Time (JIT) Core Usage Funding Program is designed to provide quick access to funding to use the ICTS Cores for research advancing medical knowledge that can improve human health. The WU Mallinckrodt Institute of Radiology (MIR) has the opportunity to match the ICTS fund by using the Human Imaging Unit (AKA: Center for Clinical Imaging Research: CCIR). This is a jointly funded "MIR-JIT" award project. The maximum allowable request is \$10,000. To apply for MIR-JIT funds, the project will undergo a scientific review by a selected MIR review committee prior to the application going to ICTS. The ICTS committee will also review the application before approving the funds for the project.

Application should be uploaded to the MIR web site (*see step # 6 below*) by the ***last Friday of the month*** in order to meet the deadline for the MIR scientific review committee meeting the first Wednesday of the following month. If the MIR committee approves the application, it will be forward to the ICTS review committee to be on their next month meeting.

Any questions about the MIR-JIT application process, please contact Betsy Thomas (thomasbe@wustl.edu / 747-1707)

DIRECTIONS:

1. All Principal Investigators applying for this funding must be members of the ICTS. See www.icts.wustl.edu for member eligibility information and registration.
2. Register the study with CCIR (HIU).

To register the study in CCIR, go to the web site for the form: <http://ccir.wustl.edu/services/forms.shtml>

Complete the form: [Submission of New Research Imaging Protocol](#)

Submit this form along with an electronic copy of the protocol, and the IRB-approved (or draft) consent form.

Send the information to Betsy Thomas (thomasbe@wustl.edu)

INDICATE IN THE EMAIL THAT YOU NEED A PRE-COST ANALYSIS OF THE STUDY FOR THE MIR-JIT APPLICATION.

3. Once you have the cost analysis, you will be able to complete the Budget Detail portion of the JIT application.
4. Download the most recent version of the JIT application at their web site:
http://icts.wustl.edu/funding/jit_core_usage_funding_program.aspx

At the right side of the page, "Call for Proposals", click "Application/Core Confirmation Forms"



5. Complete the JIT application: (*below are some helpful tips for completing the form*):
 - **The ICTs Core to be used:** Human Imaging Unit

- **Name of Core Director:** Robert McKinstry, MD
- **Budget Detail:** Use the cost analysis that you received from Betsy Thomas to fill in the prices.
 - **Core Services:** List all services HIU will provide in order to run your subject for the study. For example: 3T MRI, PET/CT scan, Cyclotron; Parking, etc.
 - **# of services:** this is the number of time you would use the particular core service. For example, for the study, 1 subject requires 3 MRI scans=3 scans/subject, and the total of subjects to be enrolled for the study is 4 participants. Therefore, the # of services is (3*4) 12-MRI scans.
 - **Billing Rate:** The cost for that service that is listed on the cost analysis.
 - **Total Project Funding (\$) required.** Multiply the “# of Services” by the “Billing Rate”. For example, the 12- 1-hour MRI scans multiplied by the FY12 MRI rate (\$511) would give you a total of \$6132.
 - **Total cost of core services required for project:** this is the total of all “Total Project Funding Required” added together.
 - **Total ICTS JIT Request:** The maximum that can be requested for the HIU Core is \$10K.
 - **Cost of Core Services not Covered by ICTS JIT request:** Subtract “Total ICTS JIT Request” from “Total Cost of Core Services Required for Project”
 - Items that are NOT covered under the MIR-JIT fund that the HIU provides are:
 1. Contrast
 2. Power injector
 3. Professional Fees
 4. Parking
 5. Use of i=Stat Cartridge without getting contrast or scan
- **Question 1.A:** If the amount in the “Budget Detail” section for items not covered by ICTS JIT request, will need to be explained in this section. For example, another award, department funds, discretionary funds, etc.
- **Page 3 of 3 (Core Director Confirmation Form):**
 - **Q1:** List the services HIU will provide: MRI, PET/CT, Cyclotron, ect.
 - **Q2:** This amount should equal the amount in the “Budget Detail: Total ICTS JIT Request” section.
 - **Q4:** Answer ‘Yes’ CCIR has reviewed the project and provided a cost analysis of the study to submit to ICTS. This project is feasible to be conducted in HIU.

- The PI to sign and date the first page. Make the document into a pdf to upload to the MIR web site.

6. **Upload pdf of the JIT application and HIU Preliminary Cost analysis to the MIR web site:**

<http://mirweb.mir.wustl.edu/sites/research/mirfunding/Webpages/FundingApp.aspx>

- **Click “New” (top left)**
 - **Complete the study information at top section.**
 - **“How will this funding resource help you obtain external funding”:** Provide an explanation in the box, then attach the JIT and cost analysis by clicking on the ‘Paperclip icon’ 
 - **Please provide a brief description of the project below:** Provide an explanation in the box, then attach the HRPO approved memo and consent form by clicking on the ‘Paperclip icon’ 
 - **NOTE: The HRPO approved memo / consent form is not required for the MIR scientific review, but ICTS requires it before they can approve the application.**
 - Check appropriate facility (facilities): For the MIR-JIT application, only the Cyclotron and CCIR Facility would apply.
 - When you click on either CCIR or Cyclotron, a budget table will pop up. Enter numbers from the cost analysis.
 - “Total Funds Requested” will automatically calculate based on the numbers entered in the table. This should match the amount requested on the JIT application.
7. Mark ‘YES’ or ‘NO’ if you had any previous MIR allotments.
8. **Submit for approvals.**
9. Click [HERE](#) for instructions to bypass an Internet Explorer issue you may encounter when accessing any of our internal websites.