Top Tips for creating your project on the OCMR Calpendo System

All details entered when creating a project should mirror those on the ethics approval form.

This will be completed by the Admin Team once your project is fully authorised and you are ready to scan. You will not be able to scan until you are allocated a project code.

This will default to the project creator.

Select Cardiac or Neuro

Choose a short snappy name that will identify your project.

This will remain as "Requested" until a project code is allocated. The Admin team will then change it to "Approved"
Until "Approved" you will be unable to book and conduct scans

The title of your project as stated on your ethics approval document.

Contact number for the project owner

Enter the anticipated start and end dates for the project

Please ensure that these details are accurate and mirror the ethics approval document

Add the names of your collaborators as stated on your ethics approval

To whom and where do you want your invoices sent (usually dept. administrator or PI)

REC approval number (N.B. You may be asked to submit copies of your approval letters prior to project authorisation

The grant code against which your scan fees will be charged.

Provide brief details of the kinds of MR sequences you intend to use. OCMR Radiographers will be happy to help with this section.

Select the appropriate department from the drop down menu

A brief summary of your project design, including timings and number of visits, participant groups, interventions and any other information you think is relevant.

Choose the appropriate category of scan from the drop down menu. Consult the SOP on "Minimum Attendance" if unsure – available on the OCMR Website

Cancel   Save   Apply

General
Project Resource Settings
Users
Safety
Approvals (for administrator use only)
Project Groups

Project Code	
Type	Please select a Project Type
Status	Requested
Owner	kchisholm (Kathryn Chi...
Name	Choose project name
Description	
Phone Number	
Start	
Finish	
Principal Investigator	
PI Phone Number	
PI Email	
Other Investigators	
Ethics Approval Number	
Funding Admin Name	
Funding Admin Address	
Account Number	
Department	Please select
Proposed Sequences	E.g. cardiac anatomy, long and short axis function. T1 mapping etc. Or, T1, T2, DWI, EPI, etc.
Comments	
Scan Type	Unknown

How frequently will you be scanning?

How many scans in total, for this project, on each scanner?

If you are only using one scanner please ensure that the cost per session on the unused resource is changed to 0.00

Cancel | Save | Apply

	Approx Sessions Per Week	Resource	Number of Sessions	Minutes per Session	Cost per Session
General	0	OCMR 3T	0	0	398
Project Resource Settings	0	OCMR 1.5T	0	0	398
Users					
Safety	Choose resources...				
Approvals (for administrator use only)					
Project Groups					

How long are your protocols?

This will default to the standard hourly rate. If your protocol is for example, 90 minutes long, you will need to calculate the figure and update the information in the box (i.e. £597)
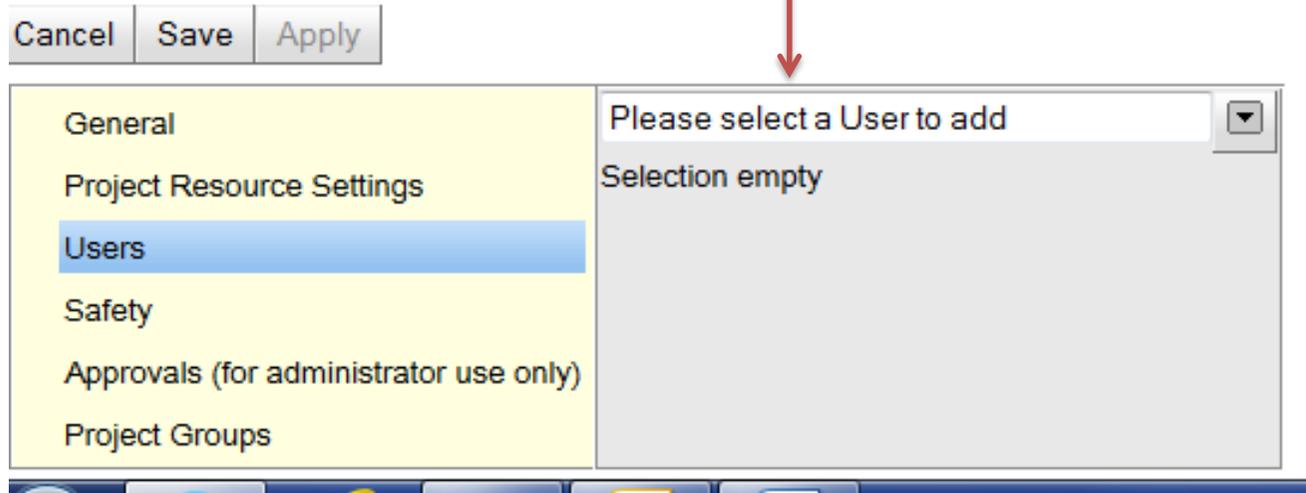
N.B. As your project progresses you must review how long your protocol is actually taking. If the time taken is significantly longer or shorter than anticipated you may need to arrange for these settings and costs to be adjusted.

Add the names of the other investigators who will be scanning with you. The drop down box provides a list of all registered OCMR Calpendo users

Cancel | Save | Apply

General

Project Resource Settings

Users

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Please select a User to add ▼

Selection empty

Cancel | Save | Apply

General

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Blood Sample Collection	false ▼
Use of laser	false ▼
Admin of drugs during or prior to scanning	false ▼
Drug Name	
Drug Dose	
Drug Route Of Administration	
Medical support provided by researcher	
IV Gadolinium	false ▼
TMS	false ▼
Use of Gases	false ▼
Use of Pain Devices	false ▼
Do you intend to take any new equipment into the scanner room?	false ▼
What equipment will you take into the scanner room?	

This page is self-explanatory, but VERY important. All equipment taken into the scanner room must be approved first by either Peter Jezzard (Neuro) or Matt Robson (Cardiac)

General		Ethics Approval	false ▾
Project Resource Settings		Protocol Approval	false ▾
Users		Financial Approval	false ▾
Safety		Director's Approval	false ▾
Approvals (for administrator use only)			
Project Groups			

This page is for authorisations by the OCMR team. A project code will only be allocated once all boxes are marked as true. You will then be given a project code and your project will be approved.

You have now created your project and can submit electronically for authorisation.
Good Luck with your scanning.