

Top tips for creating your project on the OCMR Calpendo system

You should only create a project request after you have attended the OCMR Project Steering Committee (PSC). To request attendance at PSC please complete the [online form](#) and e-mail [Kathryn Lacey](#) with your protocol documents and ethics approval.

Once you have attended PSC you will be asked to create a Calpendo project request:

- Log on to Calpendo, click on Projects>Create Project
- Fill in the boxes as per the instructions below
- All details entered when creating a project should mirror the information provided in the ethics approval documents

This will be completed by the Admin Team when 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.

Select from the drop down menu as appropriate

Enter the university department to which you belong!

The details in these boxes must mirror what is in the ethics approval documents. The study end date is particularly important.

Hopefully self-explanatory!

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

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

General		Safety	Approvals	Users	Project Resource Settings	Project Groups
Project Code						
Name	Choose project name					
Type	Please select a Project Type					
Description	Describe your project here					
Department						
Owner	Klacey (Kathryn Lacey)					
Phone Number						
Start						
Finish						
Principal Investigator						
PI Phone						
PI Email						
Other Investigators						
Funding Admin Name						
Funding Admin Address						
Account Number						
Ethics Approval Number						
Proposed Sequences	E.g. cardiac anatomy, long and short axis function. T1 mapping etc.					
Comments						
Status	Requested					

Choose a short snappy name that identify your project.

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

This will default to the project creator. You can change this if necessary.

Enter the phone number of the project owner (useful if the scanner breaks and we need to contact you quickly!)

The name of the person who will administer the grant money to pay for the scan fees. This can be the project owner or an administrator.

The e-mail address for scan fee invoices (if you are CVMed, please just write "CVMed" here and we will sort out the rest).

The account number of the grant that is being used to pay for the scans.

This will remain as "Requested" until a project code is allocated. The Admin team will then change the status to "Approved". You cannot book scans until your project is approved and you have been allocated a code.

Cancel Save

General **Safety** Approvals Users Project Resource Settings Project Groups

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

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

This rest of this page is self-explanatory, but nevertheless important. All equipment taken into the scanner room must be approved first by Jane Francis (safety officer) or her deputy, Fiona McMillan

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Cancel Save

General Safety **Approvals** Users Project Resource Settings Project Groups

Approvals

Ethics Approval	false ▾
Financial Approval	false ▾
Protocol Approval	false ▾
Director's Approval	false ▾

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.

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General Safety Approvals **Users** Project Resource Settings Project Groups

Users

Please select a User to add ▾

<input type="checkbox"/>	Given name	Other name	Family name	Identity
<input type="checkbox"/>	Kathryn		Lacey	Local/Klacey

↑ Remove

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

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General Safety Approvals Users **Project Resource Settings** Project Groups

Resource	Number of Sessions	Minutes per Session	Cost per Session	Anticipated number of sessions per week
Choose resources...				

First of all choose the scanner(s) that you wish to use.

If you need to select more than one resource, press and hold Ctrl while clicking on the resources.

Resource Selection Done

Filter Available Resources

Bookmarked resources
Not filtered by bookmark

Type

- No resource type
- Equipment
- Personnel
- Room
- Scanner

Location

- No location
- University of Oxford

Name	Type	Location
1.5T	Scanner	OCMR
3T Trio	Scanner	OCMR
3T PR (Prisma)	Scanner	OCMR
Boardroom	Room	OCMR
Interview Room	Room	OCMR
Leave and Notices	Personnel	OCMR
Seminar Room	Room	OCMR

Toggle resource on click

OK Cancel

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General Safety Approvals Users **Project Resource Settings** Project Groups

Resource	Number of Sessions	Minutes per Session	Cost per Session	Anticipated number of sessions per week
3T Trio				
3TPR (Prisma)				

Choose resources...

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

How long is your acquisition protocol?

How frequently will you be scanning?

This will be agreed at PSC and is based on the time taken to run your protocol. Further information on scan fees can be found at this link.

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.

You have now created your project. Project groups will be assigned by the Admin team.

When you click the save button an e-mail is automatically generated to the OCMR Admin team to inform them of the project request.

When the project is authorised you will receive an e-mail confirming this and providing you with your unique Calpendo project code. You must use this code for all scanner bookings and scan registrations. This is the code that OCMR will use to monitor your bookings and charge you for scan fees.

HAPPY SCANNING!