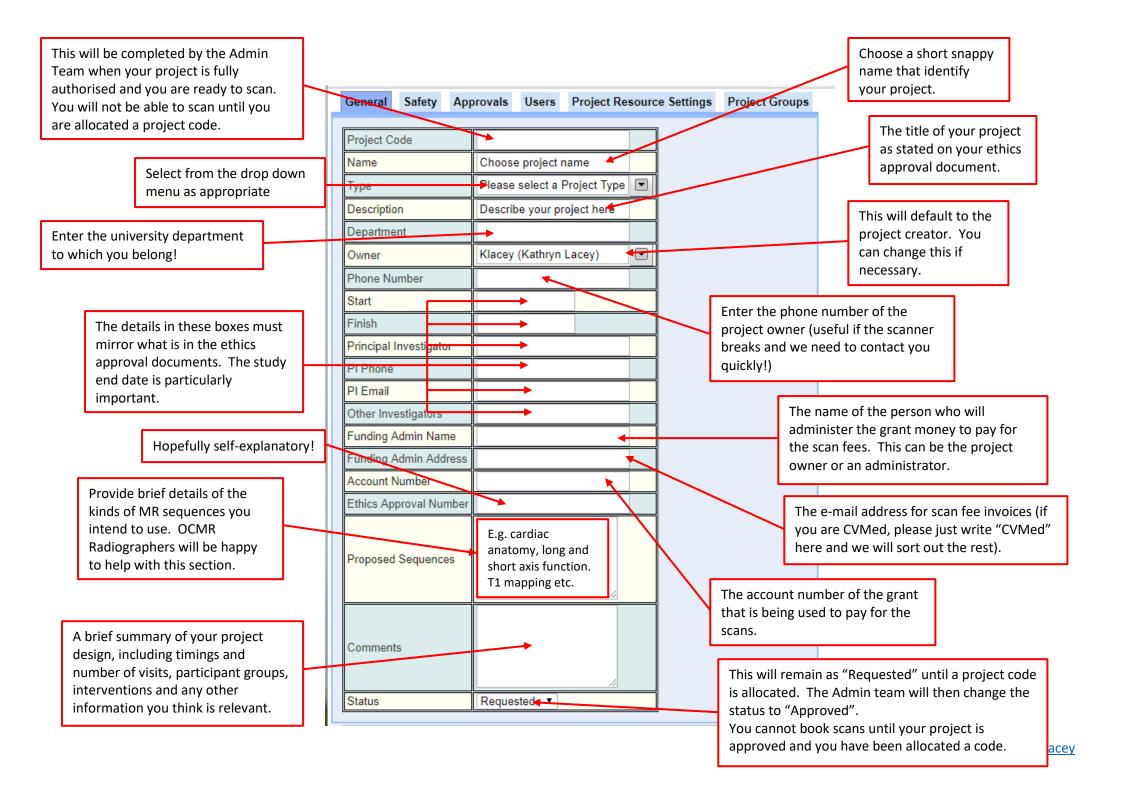
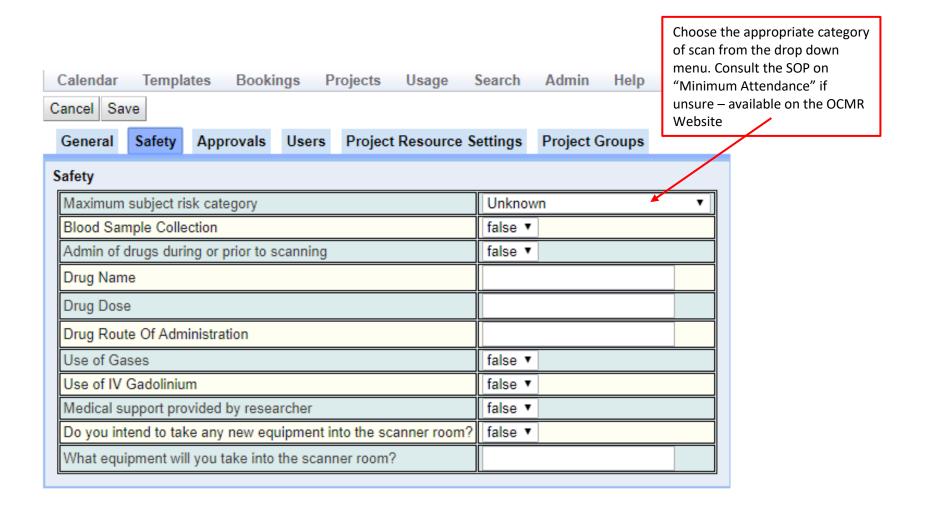
Top tips for creating your project on the OCMR Calpendo system

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 <u>online form</u> and e-mail <u>Kathryn Lacey</u> with your protocol documents and ethics approval.

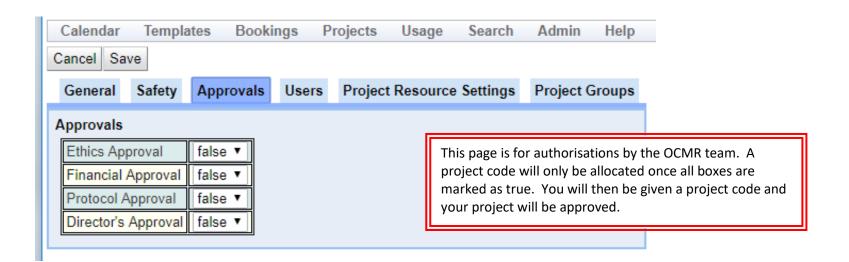
Once you have attended PSC you will be asked to create a Calpendo project request:

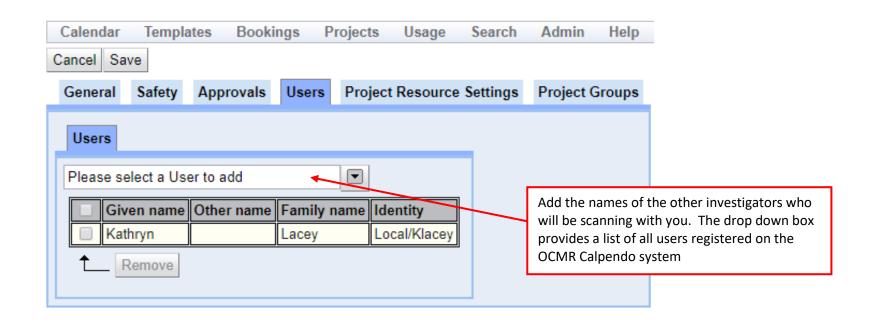
- Log on to Calpendo, click on Projects>Create Project
- Fill in the boxes as per the instructions below
- All details entered when creating a project should mirror the information provided in the ethics approval documents

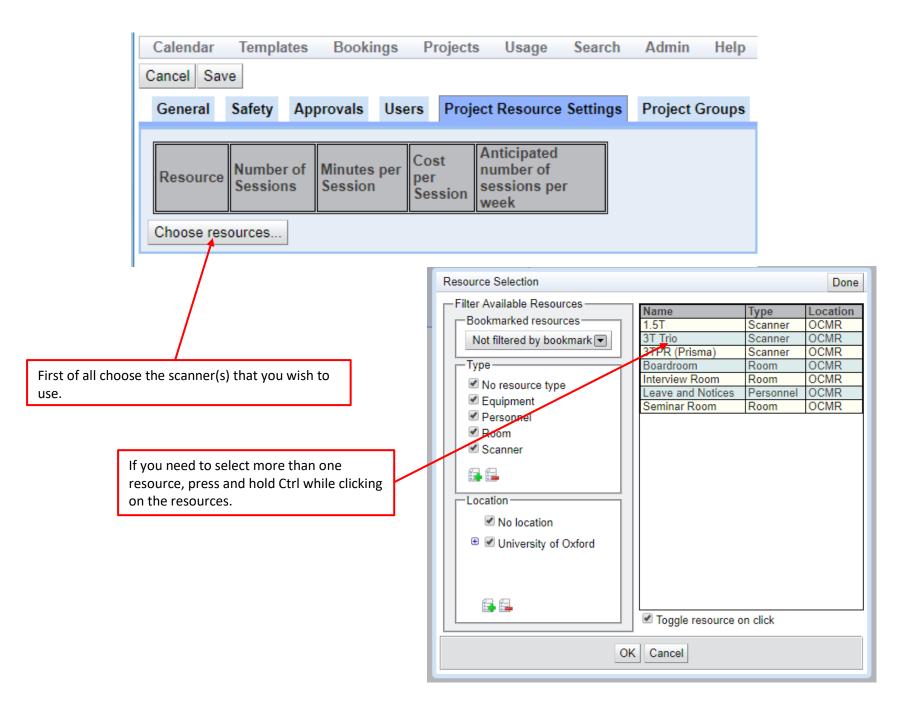


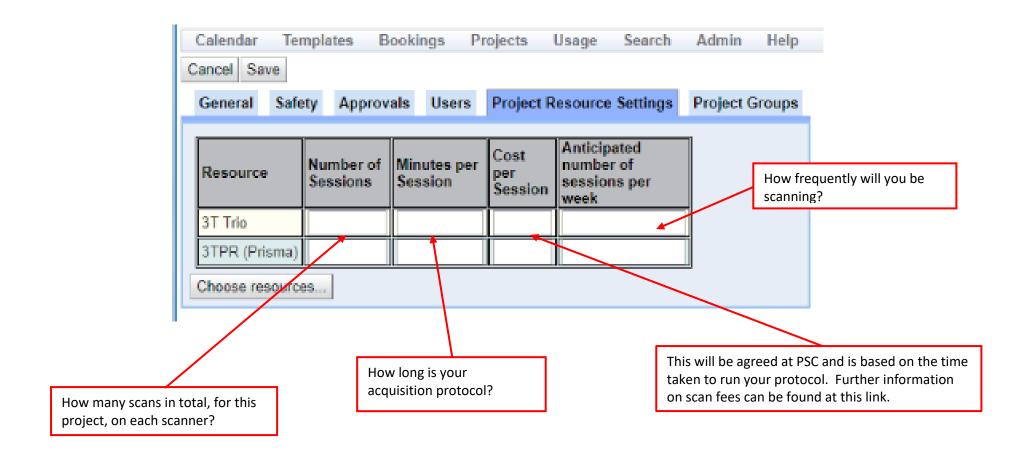


This rest of this page is self-explanatory, but nevertheless important. All equipment taken into the scanner room must be approved first by Jane Francis (safety officer) or her deputy, Fiona McMillan









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!