



Appendix IX

Guidelines for Submissions of Requests for
New Equipment Inquiries and Proposals
to the Center for Cognitive and Behavioral Brain Imaging

How to Apply for New Equipment Approval

The CCBBI **strongly** recommends submitting the “**New Equipment Inquiry**” form (available below on page 2) **before** purchasing any equipment for use at the center. To submit your equipment inquiry or proposal form, please complete the “Application for New Equipment Inquiry” form (below) and submit the required documentation to: ccbbi.service@osu.edu.

After equipment has already been purchased (with or without the approval of the CCBBI), the “**New Equipment Proposal**” form (available below on pages 3-4) **must** be completed. Please note that the center is under no obligation to approve any piece of equipment, and we strongly recommend submitting the “New Equipment Inquiry” form before anything is purchased. The “New Equipment Proposal” form and its required documentation may be submitted to: ccbbi.service@osu.edu.

Personnel Costs

Please note that the CCBBI will charge an hourly rate for the time needed to set up and/or test equipment. However, if the equipment being set up or tested is available for use by the broader CCBBI community (as opposed to only being available for use by its purchasing PI), then the center may waive the hourly rate.

Review Criteria and Process

The forms will be reviewed by the CCBBI’s technical committee who will then submit their recommendation to the CCBBI Director for approval. Review criteria will include, in part:

- Compatibility with current center equipment/resources.
- Feasibility of storing the equipment if needed.
- Ability for the equipment to be utilized by other labs.
- The time needed to set up and return the equipment to storage.

Technical Committee Composition

Dylan Wagner, Associate Professor, College of Arts & Sciences (Chair)

Jay Fournier, Associate Professor, College of Medicine

Julie Golomb, Associate Professor, College of Arts & Sciences

Jin Li, Graduate Student, Department of Psychology

Xiangrui Li, Assistant Director, CCBBI

New Equipment Inquiry

The purpose of this form is to help researchers who are considering purchasing equipment to use at the CCBBI to select devices and vendors that will be compatible with pre-existing CCBBI space and equipment. Please fill this inquiry prior to purchasing any equipment as we cannot guarantee that all purchases equipment will be approved for use at the CCBBI. Please submit the completed form to cbbi.service@osu.edu

Please complete the following:

Project PI: _____

Email: _____

Name and model of equipment under consideration: _____

Vendor or Brand: _____

Do you have a strong preference for this brand/model (if not, we can advise) Y/N: _____

Brief Description of Equipment Purpose:

Describe your prior experience with this equipment:

How many minutes do you anticipate equipment setup and teardown to take for every session?

Setup: _____ Teardown: _____

Will you require storage space for the equipment at the CCBBI? _____

Do you expect this equipment to interfere with scanner acquisition (i.e., induce distortions, subject discomfort, etc.)? If Yes, please briefly describe what kind of issue and how this will be mitigated:

Are you applying for funding to purchase this equipment Y/N: _____

If **yes**, do you require a letter of support from the CCBBI Y/N: _____

If **yes**, and your proposal is not funded will you still purchase the equipment? Y/N: _____

Are you willing to allow others to use the equipment with sufficient training and approval? Y/N: _____

Anything else you would like to communicate to the CCBBI? (**optional**):

Proposal for New Equipment to be used with the Scanner

We strongly encourage researchers to contact the CCBBI before purchasing new equipment or applying for funding to purchase new equipment. After purchasing new equipment, **please fill out this form in collaboration with CCBBI staff** and provide as much detail as possible about the equipment, safety concerns, and space needs. Please note that completing this form does not guarantee that the equipment will be approved for use at the CCBBI. Please submit the completed form to ccbbi.service@osu.edu

Please complete the following required fields

IRB Title: _____ Protocol # _____

PI: _____ Email: _____

Desired Project Start Date for Equipment Use: _____

Anticipated Testing Start Date: _____ Duration of Testing: _____

Anticipated number of hours required for testing: _____

Equipment Name: _____

Brief Description of Equipment Purpose:

How many minutes do you anticipate equipment setup and teardown to take for every session?

Setup: _____ Teardown: _____

Will you require storage space for the equipment at the CCBBI? _____

Do you expect this equipment to interfere with scanner acquisition (i.e., induce distortions, subject discomfort, etc.)? If Yes, please briefly describe: _____

Are you willing to allow others to use the equipment with sufficient training and approval? Y/N: _____

May we share your new equipment report (see below) with other CCBBI members who request to install new equipment to help them prepare their reports? Y/N: _____

In addition to New Equipment Proposal Form, please submit a 1-to-3-page report that summarizes the uses of the new equipment and any potential safety issues. The report **must** contain the following sections:

- a. Scientific use case for the new equipment. Experimenter familiarity with the equipment.
- b. Description of setup, protocol for use, and teardown of the new equipment. In addition, please attach any guides you intend to use for lab staff to train/guide lab staff to use the equipment (i.e., checklists, step by step guides, etc.).

- c. Description of research staff training required to use the equipment.
- d. Description of equipment ownership and sharing (i.e., if shared with center, who is responsible for training new users, who is responsible for repairs/maintenance and associated costs).
- e. Description of potential safety issues (if any) for the participant or CCBBI staff. Potential for equipment to interfere with scanner acquisition or regular procedures at the CCBBI (i.e., induce distortion, conductive loops in wiring, RF burns, participant discomfort, increased wear and tear on scanner equipment). Include how these will be mitigated.
- f. Please attach any documentation for the equipment (manuals, safety data, brochures) that you think will be useful to the CCBBI technical committee.