THE OHIO STATE UNIVERSITY

CENTER FOR COGNITIVE AND
BEHAVIORAL BRAIN IMAGING

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Appendix IV

Guidelines for Submissions of Requests for Scanner Time for

Pilot Studies

to the Center for Cognitive and Behavioral Brain Imaging Proposal Review Committee

Committee Composition

Ruchika Prakash, Director, CCBBI (Chair)
Xiangrui Li, Assistant Director, CCBBI
Jay Fournier, Associate Professor, College of Medicine
Jasmeet Hayes, Associate Professor, College of Arts & Sciences
Zeynep Saygin, Associate Professor, College of Arts & Sciences

Purpose of Program

The Center allows PIs to apply for pilot hours for two purposes:

1. Pilot hours allow a PI to obtain and produce research data for a study for which the PI has not yet secured funding. The data collected in the pilot study is intended to aid the PI in securing funding for that project.

2. Pilot hours allow a PI to modify their study, work out technical issues, and fine tune their study procedures.

Terms of Usage

A maximum of 10 hours of free pilot studies per investigator/per year may be granted after submission and approval of proposal to the Proposal Review Committee.

The number of pilot hours used by a PI can never exceed 10 hours a year (defined as 365 days beyond the date of the first used pilot hour scan). The pilot hour year resets 365 days from the date of the first pilot hour scan. If the 10 awarded hours are not used within 365 days from the date of the first pilot hour scan, the unused hours are forfeited. Please note, co-PIs cannot apply for pilot hours.

If pilot hours are awarded:

- The PI or member of the lab must present their study research/findings at a CCBBI Users' Meeting.

- When scheduling pilot scans, the word "PILOT" must be on the CCBBI scheduling calendar or it will be billed as a funded study.

- It is encouraged that PIs/labs present their pilot proposal at a CCBBI Users' Meeting in advance of submission of the pilot study request. All studies that are approved for pilot hours will be requested to present their findings at a CCBBI Users' Meeting at the completion of the study.

All PIs/labs that receive pilot hours are expected to send at least one representative to the monthly CCBBI Users' Meeting (typically held on the first Friday of every month at 1pm in PS 35)

How to Apply for Pilot Hours

IRB approval is required prior to proposal submission, thus making IRB approval a requirement before scanning can be conducted. To submit your pilot study proposal, please complete the "Application for Scanner Time for Pilot Study Proposal" form (below), and email the required documentation to: ccbbi.service@osu.edu

Application for Scanner Time for Pilot Study Proposal

Please complete the following required fields:

IRB Title: _____ Protocol #: _____

Name of sub-study: _____

Title of study: _____

PI: _____ Email: _____

Projected start date: _____ Completion date: _____

Anticipated number of pilot scanning hours for study – cannot exceed 10 hours: _____

Please list below information for all personnel assisting in the study's MRI component		
Name	**Degree**	**Email**

Funding source of proposed grant application after piloting: _____

Have you or a collaborator previously received pilot hours for this study? Yes   No
      If yes, you cannot submit a pilot scan request for this study.

Have you or a collaborator previously received pilot hours for any other study? Yes   No
      If yes, please list:
1. The title of the study
2. Any publications, grants, or presentations that resulted from the previously awarded pilot hours.
   Please detail below:
   a. Publication title
   b. Grant title
   c. Presentation title, date, and venue presented at

Study Title	Result Details: list publications, grants, presentations

Proposal Requirements

1. Please attach a maximum of 3-4 double-spaced pages to summarize the background of the study.

2. The proposal must be divided into 6 separate sections with the following 6 specific subheadings:

   - Rationale and clear statement of hypotheses
   - Description of subjects to be tested
   - Specifications of protocol to be employed
   - Stimulus presentation requirements (audio, visual, other)
   - Analyses to be performed
   - Qualifications of the team for running the study

Review criteria will include, in part

   - Methods
   - Feasibility of protocol with the imaging facility
   - Ability of research team to conduct the study
   - Availability of magnet time
   - Securing of IRB approval

A maximum of 10 hours of free pilot studies per investigator/per year may be granted after submission and approval of a proposal to the Proposal Review Committee.

If pilot hours are awarded:

1. The PI or member of the lab must present their study research/findings at a CCBBI Users' Meeting.
2. When scheduling Pilot scans, the word "PILOT" must be on the CCBBI scheduling calendar or it will be billed as a Funded study.
3. Please report to CCBBI any grants achieved in which CCBBI pilot scans contributed to securing funding.

Every research group performing scans in the CCBBI must send at least one representative to each monthly CCBBI Users' Meeting (typically held the first Friday of every month at 1pm in PS 35).

I have read and acknowledge these terms and all CCBBI Center Policies, including the Safety Manual, Pilot Study, Scheduling and Access Policies.

Additionally, by checking this box, I confirm that the most recent IRB documentation is being submitted with this application.

PI Signature: _____