

**DRAFT: INSTRUCTIONS FOR COMPLETING THE  
REGULAR RESEARCH PROCEDURE REQUEST FORM**

The Research Imaging Center supports and encourages UCDHS faculty to use modern imaging capabilities. All requests for MRI research procedures are reviewed by the Magnetic Resonance User's Group (MRUG). The MRUG gives specific attention to patient safety, scheduling, procedure modification requests, any non-routine requirements of requested services, image storage and transfer requirements, and reimbursement of procedure charges.

**A. Required Documents:**

All investigators (PIs) planning to conduct research projects involving patients and/or normal subjects on imaging equipment at the Research Imaging Center are required to submit the following forms to the Research Imaging Center Administrative Officer:

Please use the check-off boxes below for the following required items:

- 1. Completed Research Imaging Center Regular Research Procedure Request Form
- 2. List of imaging protocol and parameters (For MRI, use Scan Parameter Spreadsheet)
- 3. Copy of Human Subjects Protocol approved by the Office of Human Research Protection
- 4. Copy(s) of Human Subjects consent form(s)
- 5. Copy of the approved UCDMC Bulk Account Application Form with the account number

Send items to: **John Cosner, Administrative Officer**  
**Research Imaging Center, UCDMC**  
**4701 X St.**  
**Sacramento, CA 95817**  
**Phone: 734-8790; Fax: 734-0316**

**B. Procedure Fees/Cost Information:**

Information provided on the Regular Research Procedure Request Form will be used to determine procedure charges. Procedure charges are often requested by PIs in planning a research project, prior to the awarding of an extramural contract to fund the project. The PI should be aware that procedure charges may change during the time between a procedure charge quote and contract award. Procedure charge quotes will remain valid for six months. If six months has passed, the Administrative Officer should be contacted to update the quote before initiating scanning sessions.

**C. Requests with non-routine aspects:**

All MRI requests requiring modifications of existing acquisition, processing, analysis, display, and/or storage, will be reviewed by the MRUG. If these requests require significant modifications of routine capabilities, additional charges may be applied for MRI physicist and MRI specialist support to implement these modifications.