

## New Project Request for Calpendo

➤ These instructions are for CBI Users who are requesting a new project that needs to be scheduled using Calpendo.

1. Fill out the new project request form -

<https://redcap.musc.edu/surveys/index.php?s=ARKWD3LKA9>

Complete the required areas and submit. The CBI staff will be notified and the project request will begin the approval process.

2. You will be contacted when the project is approved and ready to schedule in Calpendo. Your project request will **NOT** be able to be submitted or approved and you will **NOT** be allowed to scan until *ALL* the required information on the form is obtained.

3. Your MRI protocol needs to be built on the scanner and a unique PACS folder needs to be created for your study. To set this up, contact – [cbitech@musc.edu](mailto:cbitech@musc.edu)

4. We strongly advise you to:

- a. run a phantom if you are doing a functional task to test your e-prime paradigm
- b. run a healthy control

*Note:* You should carefully examine/analyze this preliminary data prior to running real subjects.

You may book these tests as development time as long as it follows our development policy –

<http://academicdepartments.musc.edu/cbi/getting-started/PDF%20Policies/CBIDevelopmentTimePolicy.pdf>

5. After step four, our staff will tell you the estimated scan time and what time you should book Calpendo for the study. You are now ready to start your study 😊