**Centre for Advanced Imaging (CAI)**

**Small Animal Imaging Project Application Form**

***Please complete after consultation with relevant Facility Manager*** *and return to the Facility Manager*

**Instrument to be used** (ranked by usage, with 1 being the most used)

[ ]  300 (microimaging) [ ]  BioSpec 9.4T [ ]  16.4T microimaging [ ]  7T clinscan (MRI-only)

**Project title**

Click here to enter text.

**Principal Investigator** *(to be invoiced for this project)*

|  |  |
| --- | --- |
| Full name |  |
| School/Centre |  |
| Faculty/ Institute |  |
| Email |  |
| Tel |  |
| ***Please liaise with your Finance Officer to provide the information below*** |
| 5 Digit Business Unit Number |  |
| Finance Officer UQ username |  |

**Co-Principal Investigator/s**

|  |  |  |
| --- | --- | --- |
| Full name/s |  |  |
| Unit / Department |  |  |
| University/Organisation |  |  |
| Email |  |  |
| Tel |  |  |

**Name of CAI collaborator if relevant:**

Click here to enter text.

**Splits:** *Please nominate the splits across faculties for the usage of the system*

|  |  |
| --- | --- |
| **Faculties** | **Contribution (%)** |
|  |  |
|  |  |
| **Total** | 100% |

**Have you used CAI instrument/s for other projects?**

[ ]  Yes [ ]  No

*Please list the 5 most recent or relevant projects here*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project name** | **Start date**(mm/yy) | **Status** ( in progress, completed, or unsuccessful) | **Publications** (Yes/No) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please list your publications associated with this project here*

|  |  |  |
| --- | --- | --- |
| **Type** | **Year** | **Publication details** |
|  |  |  |
|  |  |  |

**Is this a renewal of existing project?**

[ ]  Yes [ ]  No

*If yes, please enter the existing project name and attach a progress report*

Click here to enter text.

**Project aims** *Brief abstract of approx. 150 words summarising the background and aims of the study*

Click here to enter text.

**Project methodology** *Specify: a) number and type of samples (eg. controls or mutant or treatment groups), live or ex-vivo imaging; b) experimental design (e.g. for longitudinal study or multiple ages of development); c) MR sequences to be used; d) any ancillary equipment to be used.*

*If you require support in the experimental design or implementation, please specify here (it is expected that any support of this kind will be recognised as an academic collaboration)*

Click here to enter text.

**Number of scan sessions and duration of each scan session requested**

|  |  |
| --- | --- |
| **SCAN INFORMATION** | **SESSION REQUIRED** |
| Number of Scans (eg animals) | Duration of Scans per animal (hours) | Overnights | Daytime (hours) | Weekends |
|  |  |  |  |  |
|  |  |  |  |  |

**Anticipated start date of the project**

Click here to enter text.

**Anticipated end date and duration of the project (Maximum of 3 years)**

Click here to enter text.

**Project funding details:** please specify the grant, research contract or laboratory funding that is funding this project
*(the box will expand)*

Click here to enter text.

***Please note – A completed UQ RISQ form signed by the authorised financial delegate submitted to the CAI Facility manager is required prior to the commencement of the project.***

**Researchers who will be operating and/or booking the system for this project:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name | Email | Tel | Current CAI OHS Accreditation“*None OR Operator”* | Risk Assessments Read*Insert Title and Number* |
| 1. |  |  |  | Choose an item. |  |
| 2. |  |  |  | Choose an item. |  |
| 3. |  |  |  | Choose an item. |  |
| 4. |  |  |  | Choose an item. |  |

**Is a new risk assessment required for this project?**

[ ]  No [ ]  Yes. Please provide the numbers and titles of the risk assessments

Click here to enter text.

**Is PC2 Biosafety required?**

[ ]  No [ ]  Yes. Please provide NLRD/IBC number:

Click here to enter text.

**Does this project use human samples?**

[ ]  No [ ]  Yes

**If yes, please email a copy of your Ethics application highlighting the relevant procedures, as well as the approval certificate.**

*Note: the project CI and the CAI staff involved need to be listed as participant(s) in the ethics application.*

**Is this a** [ ]  **Live or** [ ]  **Ex-vivo experiment?**

**If this application is for live imaging, please list the CAI accredited operator here:**

Click here to enter text.

**For live animal scans, please email a copy of your Ethics application highlighting the relevant procedures, as well as the approval certificate.**

*Note: applicants listed on this form and the relevant CAI staff involved need to be listed as participant in the ethics application.*

**For ex-vivo animal imaging, the chief investigator declares to have obtained ethics approval for collecting and examining the animal samples.**

[ ]  No [ ]  Yes

Please list the relevant Ethics Approval Number here.

Click here to enter text.

**It is expected that naïve wildtype data will be collected and submitted to a database that will be accessible to yourselves and others. If you have any objection to this, please explain your reason below.**

Click here to enter text.

I agree with the Conditions of Use of CAI facilities and agree to present the project to the Small Animal Imaging Committee if requested at the Committee’s (Chair’s) discretion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator’s Signature Date:

***Please note that you will be sent an email when your project is ready to start.***

**CAI OFFICE USE ONLY**

Facility Manager

[ ]  Ethics have been received and send to ethics@cai.uq.edu.au for archiving

[ ]  The risk assessments relevant to the project (if any) have been discussed with CAI OHS Officer.

Is the user internal? Yes or No

[ ]  Ancillary equipment is available

[ ]  The Short Title is:

**Conditions of Use of CAI facilities – Small Animal Imaging**

**Safety**

All personnel using the facilities must adhere to all safety and operational guidelines. Each instrument has an assigned safety officer, who has the responsibility to ensure that safety guidelines are met, and the authority of the Director of CAI to enforce those guidelines.

If a user wishes to operate the instrument, then they must satisfy the Director of CAI (or nominee), that they are competent to do so, and aware of all safety considerations.

Training in magnet safety will be provided by CAI staff. All users of the instruments must undergo the appropriate level of safety training before operating the instrument or entering the laboratories unsupervised. Security access will only be provided once the induction process has been completed and signed off by CAI staff.

**User fees**

User fees cover the data acquisition only. Any additional requirements, such as sample tubes, solvents, contrast agents, rotors or other consumables are at the users’ cost.

There will be no charge for a session when there is a technical failure of the instrument. If a session is booked and subsequently cancelled at shorter than 24 hours notice or not used at all without reasonable cause, the user will be charged for the session.

CAI can provide quotes for prospective users. Please note CAI reserves the right to adjust the charges detailed in these Conditions of Use from time to time in its absolute discretion

**Acknowledgement of QNN and Qld State**

Use of the 900, 700 (16.4T microimaging system) and 600 LC-NMR spectrometers is subject to appropriate acknowledgement of the Qld NMR Network and the financial support of the Queensland State Government in all publications, conference presentations and media articles arising from data acquired with these facilities.

**Recognition of CAI**

It is expected that any intellectual contribution to the research be reflected in co-authorship of all collaborators directly involved in the research, in accordance with the NHMRC *Australian Code for the Responsible Conduct of Research*, 2007. This will be jointly agreed before the project commences.

**Research Outcome Reporting**

It is a condition of use that you submit Annual & Final Reports. The Small Animal MRI Scientific Committee has the option to request a presentation of the project. It is expected that users will present their results at CAI at the end of the study.

**Ethics**

Ethics or Biosafety approvals (for your institution / UQ as applicable) are the responsibility of the user. A copy of the application and the approval must be provided to this Centre. In the event that the user does not need approval from The University of Queensland, the user must provide CAI with his/her ethics application and approval from his/her institution. A copy of these documents will be forwarded by CAI to the relevant University of Queensland Ethics Committee, to ensure that UQ staff are appropriately indemnified. If the user is operating the spectrometer, then the ethics must clearly state that this is the case, and that CAI staff are not involved.

**Data Analysis and archiving**

Data analysis and post-processing is the responsibility of the user unless a collaborative agreement has been made with CAI. There is no charge for access to off-line processing workstations. If data analysis and interpretation by CAI staff is required on a fee-for-service basis, this arrangement must be organised under the terms of a consultancy or research contract.

Users are responsible for backing up their own data. Data will be retained on spectrometers for a maximum of 2 months. Regular backup of data to central archiving is performed but users should not rely on this for long term data retrieval.

**Recording of usage: university funding**

All usage of CAI instruments will be recorded against the relevant UQ Faculty or Institute noted on this form. This recording is integral to the university’s funding mechanism in which the UQ Faculties and Institutes contribute annually to CAI’s service function, based on the usage of the Centre’s instruments.