



CAI Human Imaging Project Application Flowchart

Project Consultation

- PI contacts Head of HCI to discuss *a) project scope; b) feasibility; c) budget; d) Collaborative or independent project: the contribution of CAI personnel to be assessed and publication/co-authorship to be agreed in writing if appropriate*

Application Form

- PI completes project application form and submit it to project@cai.uq.edu.au
- The form provides the necessary information for administering the project. All details must be completed

Technical Committee

- All projects will be reviewed by CAI Technical Committee
- PIs will be invited to give a short presentation
- The Committee will provide researchers with recommendations to optimise the experimental design

Project Approval

- All approved projects will receive a project number which will be used for the booking calendar and invoicing record
- For UQ projects, a signed RISQ (by budget holder and finance department) form must be submitted to CAI before the first booking.

Booking

- Bookings can be made via the CAI booking calendar (approved projects will be given access to the calendar)
- Note: CAI requires 24-hour notice from the planned start time for booking cancellations. A booking fee may be charge for failure to provide notice without reasonable cause

Data

- Data must be transferred from the scanner by the scan operator to CAI HCI offline compute and Store serve immediately after the scan
- Data will be kept on CAI scanner for 7 days