

University of Minnesota
Center for Magnetic Resonance Research
Policy
Use of Standard Forms

Policy Number / Version: POL011 / Version 1

Approval Date:

Implementation Date:

Author/Owner: Jeramy Kulesa

Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

1. Purpose

The purpose of this policy is to define which standard CMRR forms need to be used when scanning human subjects on CMRR systems.

2. Scope

This policy will apply to all researchers conducting human subjects research at CMRR.

3. Responsibility

It is the responsibility of all personnel who perform the functions listed in Section 2 to adhere to this policy.

It is the responsibility of the owner/author listed above to review the content of this policy for accuracy and continued applicability on at least an annual basis.

4. Policy

Use of standard CMRR forms (current versions should always be used and can be found on our website)

- a. [Screening Form](#)
 - i. Must be kept with consent form for research scans
 - ii. Appropriate signatures must be obtained prior to the scan

- iii. Must be filled out day of scan
- iv. One form needed for every scanning session (even multiple sessions in one day)
- v. Must be used anytime ANYONE is being scanned at CMRR
 - 1. Forms should be shredded at conclusion of scan for internal developmental subjects
- vi. [Magnet Safety F.A.Q](#) accompanies screening form
- b. [Subject Information Form](#)
- c. [Exit Questionnaire](#)
- d. [Consent form template](#)
 - i. Includes some required language

Field Strength	Screening Form	Subject Information Form	Exit Questionnaire
3T	Required	Not Required	Optional
4T & 7T	Required	Required	Optional
9.4T & 10.5T	Required	Required	Required

5. References

N/A

6. Forms

https://www.cmrr.umn.edu/internal/irb/CMRR_Subject_Safety_Screening_Form.pdf

https://www.cmrr.umn.edu/internal/irb/CMRR_Magnet_Safety_FAQ.pdf

https://www.cmrr.umn.edu/internal/irb/CMRR_Subject_Information_Form.pdf

https://www.cmrr.umn.edu/internal/irb/CMRR_Exit_Questionnaire.pdf

https://www.cmrr.umn.edu/internal/irb/CMRR_Consent_Form_Template.doc

7. Appendices / Tables

N/A

8. Revision History

Version	Approval Date	Change from Previous Version
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