

University of Minnesota
Center for Magnetic Resonance Research
Policy
PARS Review Process

Policy Number / Version: POL019 / Version 1

Approval Date:

Implementation Date:

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

1. Purpose

The purpose of this policy is to define the PARS (Project Application Request System) review process for research projects taking place at CMRR.

2. Scope

This policy will apply to all personnel who are involved in 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

The CMRR PARS application is required for all projects taking place in CMRR. It is CMRR's way of collecting information about projects including all resources that will be used, funding sources, and regulatory approvals. Completed applications are sent to a queue where they are prescreened and assigned to the appropriate CMRR Committees to review. Committees applications are assigned to be determined by the information provided in the application and can include the CMRR Operations

Committee, 3T Governance Committee, CMRR Safety Committee, Molecular Committee, CMRR Leadership Committee, and CMRR Scientific Review Committee. Committees meet on variable schedules, but our goal is to provide approval or request feedback within 2 weeks.

Once an application has been reviewed and approved by the appropriate committees a project will be set up in the CMRR calendaring system. This set up process can take several days and is done by Deb Morgan for studies involving the 3T systems and by Nicole Wilkinson for studies involving all other systems. Project set-up is dependent on confirming funding sources and current regulatory approvals (IRB and IACUC). It is the PI's responsibility to maintain regulatory approval for all work requiring it.

Projects will be assigned an end date which corresponds to the funding end date. Projects receiving internal CMRR funds (Commitment Pool) will receive an award amount and the project end date will be set to 1 year. The CMRR calendaring system will send reminders when a project is set to expire and a renewal can be submitted through the PARS system.

CMRR PARS application can be found here:
<https://www.cmrr.umn.edu/pars/apply.php>

5. References

N/A

6. Appendices / Tables

N/A

7. Revision History

Version Number	Approval Date	Change from Previous Version