SOP Number :	**115.02**
Title :	**New Protocols and Ethics Procedure**

Revision Chronology			
Version Number	**Effective Date**	**Review Date**	**Reason for Change**
115.01	August 3, 2021	January 21, 2022	Initial Version
115.02	January 24, 2022	January 10, 2023	Facility Name Change

Director Signature

Date

1. Scope

This SOP describes the steps that must be taken in terms of protocols and ethics approval for anyone wishing to use the CenTRI facility for clinical or research purposes.

2. Procedures

a. New Protocols

- An investigator wishing to begin a new study at the CenTRI facility must submit a brief (less than 2 pages) summary of the proposed research to the CenTRI facility manager and/or the CenTRI facility director that includes details of the experimental protocol. The summary will be kept on file with the CenTRI facility manager.
- Peer-reviewed grant funded scientific collaborators may request pilot time if they feel it is required for their study. Pilot time is non-billable time used for the purpose of protocol development, establishment of preliminary study parameters, and new hardware set up.
- Pilot time will be restricted to new users only.
- Pilot time is applied to the following procedures:
  - Testing of new or modified peripheral devices in a radiographic environment.
  - Testing compatibility of facility's peripheral devices with investigator's hardware or software setup.
  - Establishing compatibility of study equipment within the x-ray environment.
  - Optimization of non-conventional imaging protocols.
- Restrictions on pilot time include:
  - A maximum of 5 hours of pilot time will be allocated at the discretion of the CenTRI facility manager and CenTRI facility directors. Time exceeding 5 hours will be billed at the standard billing rate. (See *SOP # 120.01 - System Billing and Standard Rates*)

b. Ethics Approval

- All research involving humans or animals by Robarts employees or their collaborators must be approved by a UWO-sanctioned ethics review board. For further details pertaining to specific REB guidelines please refer to http://www.uwo.ca/research/ethics.