

BUCNI – Projects Team: An Overview

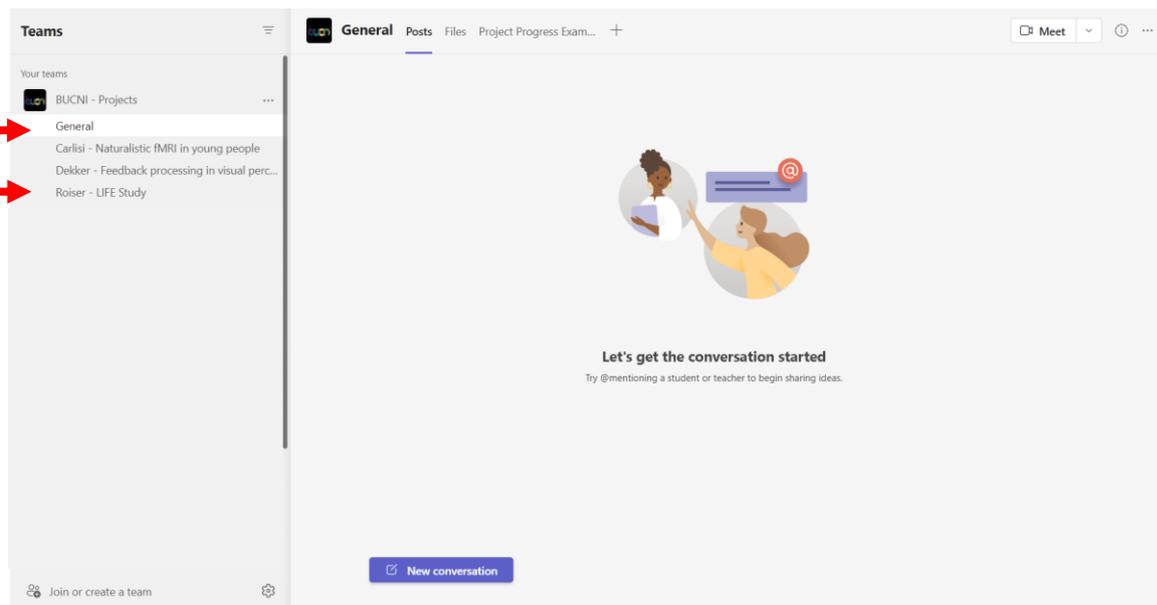
Welcome to BUCNI.

We have created a BUCNI – Projects Team on Teams to help facilitate communication between researchers and BUCNI staff. If you are planning on using the MRI scanners here at BUCNI, you would be added to the BUCNI – Projects Teams.

You can join the group by inserting this code:



General Channel



On

the **General Channel**, we will make general announcements (as well as on the mailing list, so please make sure you also subscribe to that here: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=BUCNI>). Please make sure you have the notifications on for these announcements as they are important, and will include for example, new changes/updates to the BUCNI scanner protocols, updated files, or when there is an emergency.

Project Channels

The **Project Channels** are for projects that are currently scanning at BUCNI. You will find your project named as "*PI's Last Name – Project Name*". Here you will be able to post any questions/enquiries that are related to your project. For example, setting up meetings with Joerg, data transfer issues, equipment enquiries, etc. Please make use of **@user** function if you would like to point something out to a specific member of staff, that way they will be notified and be able to respond to your enquiry.

General Rule:

- 1. Because the channels are public channels, we do ask that everyone respects their fellow colleagues and researchers to only visit and post in your own projects.**
- 2. Please do not put sensitive information (i.e., financing and participant's information) on these channels.**

Project Progress Tab

The screenshot shows a Microsoft Teams channel interface. At the top, the channel name is 'Project Progress Example'. Below the header, there are four columns of tasks:

- Tasks for Research Group:** Includes 'Project Presentation (Sub-tasks below)', 'Ethics Approval (Sub-tasks below)', 'Safety Training (Sub-tasks below)', and 'Familiar with BUCNI Rules and Guidelines'.
- Tasks for Research Group with BUCNI staff:** Includes 'Setting up Gateway and Project Code (Sub-tasks below)', 'Set-up MRI sequences (Sub-tasks below)', and 'Operator hire/trainer (Sub-tasks below)'.
- Tasks for BUCNI staff to approve:** Includes 'Project Sign-off' and '*Equipment: SOP approval'.
- Scanning:** Includes 'Start scanning' and 'Data Collection Completed'.

After every project presentation, a channel will be created for the new project. In each project channel, you will see a **Project Progress tab** at the top.

This tasks planner acts as a guide to assist you in helping to get your project up and running at BUCNI and to make sure you have everything in order to start scanning. ***It is the responsibility of the researchers to make sure these tasks are completed. There are also sub-tasks/information on who to contact in some of the tasks. Please make sure these are also completed.*** Tasks with an * before the tasks are project dependent, for example, a specific equipment that is not part of the BUCNI general set-up.

The tasks are divided into 4 groups:

1. **Tasks for Research Group:** These are tasks that the researchers must complete or are responsible for.
2. **Tasks for Research Group with BUCNI staff:** These are tasks that must be completed with a BUCNI staff member, but it is the researcher's responsibility to contact the appropriate BUCNI staff to complete the task.
3. **Tasks for BUCNI staff to approve:** These are tasks that BUCNI staff must approve before the researcher can continue to start scanning. Please do contact the BUCNI staff responsible to check these off before starting to collect your data.
4. **Scanning:** This is to update us about your scanning status. If you have started scanning, check on ***"Scanning"***, and once you've completed data collection, check on ***"Data Collection Completed"***.