How to set up a new project at BUCNI

START

Are you familiar with BUCNI regulations?

No

Familiarize with rules for scanning at BUCNI: Check rules and regulations, weekend scanning, operator training on BUCNI website.

Yes

Present a new project proposal at a BUCNI meeting
Read new project guidelines. Send project proposal form and presentation slides to the BUCNI administrator.

Is your team safety trained at BUCNI?

No

The entire team must be safety trained (refresh every 1.5 years)
The safety training session is online. Contact the BUCNI administrator once you have completed the online course.

Yes

Have you had a first meeting with Joerg Magerkurth?

No

Contact Joerg for a first induction meeting.

Yes

Do you need to use equipment or MRI sequences not provided by BUCNI?

No

Test the equipment with your software
Test your script at BUCNI. Check out SOPs soon available on the BUCNI website. If you need assistance, drop in at BUCNI clinics.

Yes

Setup and approval of fMRI protocol
Drop in at BUCNI clinics or contact Joerg to setup your fMRI protocol.

Is there a trained operator assigned to the project?

No

Find a BUCNI operator for hire or trainer
Contact Letitia Schneider to arrange operator training or scanning support from one of the BUCNI operators.

Yes

Make sure that your project form is signed off before starting the study.

Run a pilot and verify that the data are complete
Book a pilot scan with a qualified operator. Analyze your pilot to make sure your data are sensible.

Start collecting data
BUCNI Clinics

Hands-on advice on setting up your study
BUCNI office – B25
Wednesday 11pm

Contacts

BUCNI staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUCNI director</td>
<td>Fred Dick</td>
<td><a href="mailto:f.dick@ucl.ac.uk">f.dick@ucl.ac.uk</a></td>
</tr>
<tr>
<td>BUCNI Vice director</td>
<td>Tessa Dekker</td>
<td><a href="mailto:t.dekker@ucl.ac.uk">t.dekker@ucl.ac.uk</a></td>
</tr>
<tr>
<td>BUCNI Administrator</td>
<td>Winnie Yeh</td>
<td><a href="mailto:w.yeh@bbk.ac.uk">w.yeh@bbk.ac.uk</a></td>
</tr>
<tr>
<td>BUCNI Project Coordinator</td>
<td>Letitia Schneider</td>
<td><a href="mailto:l.schneider@ucl.ac.uk">l.schneider@ucl.ac.uk</a></td>
</tr>
<tr>
<td>MRI Physicist &amp; Technician</td>
<td>Joerg Magerkurth</td>
<td><a href="mailto:j.Magerkurth@ucl.ac.uk">j.Magerkurth@ucl.ac.uk</a></td>
</tr>
<tr>
<td>Physicist</td>
<td>Oliver Josephs</td>
<td><a href="mailto:o.josephs@ucl.ac.uk">o.josephs@ucl.ac.uk</a></td>
</tr>
<tr>
<td>Biomedical Design, Engineer &amp; Physicist</td>
<td>Simon Richardson</td>
<td><a href="mailto:s.richardson@ucl.ac.uk">s.richardson@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>