NeuroModulation Lab New Project Checklist

Database Account Checklist for NML

1. Most of the steps needed to initiate studies in the ALBMC are conducted and/or tracked through the ALBMC database. Click here to request a database account. Requests are typically processed within 48 hours.
2. Once your database account is approved, you should log into the database and carefully read the material presented there.

ALBMC Approval Checklist for NML

1. New projects must be submitted to the ALBMC database.
2. After logging in, click on "Projects" on the left side of the page.
3. If this is a completely new project choose "Add New Project."
4. If you are adding a TMS component to an already approved MRI or PET project choose "Use as a Template for New Project," and make all necessary changes.
5. After clicking "submit to database for storage," click "Add" at the bottom. You will then see another tab that says "submit for review." To submit this project for review, please select and upload a file that provides a one to five page scientific summary of your project. Uploaded files must be in PDF, RTF, plain text or Microsoft Word format.
6. After the submission is complete your project will be reviewed. The reviewers may respond with questions that will need to be answered before the study can be approved.
7. Note: Unlike MRI, TMS does not issue scheduling tickets.

IRB Checklist for NML

1. Please make sure your project is also submitted to the Institutional Review Board (IRB).
2. Once you have IRB approval, you should enter your consent form and IRB approval information in the ALBMC database.
3. All consent forms and IRB approval notices must be reviewed by ALBMC staff prior to their use within the lab. Once your protocol has been accepted at the ALBMC, please submit these documents to Trent Thixton for review.

Safety Training Checklist for NML

Click here for detailed information on safety training.

Building and Data Access
1. Fingerprint access to the NML lab is limited to individuals who have been fully safety certified and who have active TMS protocols. Please submit an access request form to Ludmila Budilo for building and scanner access.
   - Access areas include the 3T scanner, mock scanner, PET scanner, prep room, data lab, or NML lab, as appropriate for conduct of approved protocols.

- Please note, volunteers must be processed through the UCLA Hospital Volunteer Office on-boarding program and will only be given limited access upon completion.
2. For data access, please submit a Network Access Form to James Widanta to request a network account.

Financial Checklist for NML

1. Click here for TMS pricing. TMS does not use the same credit accounts as MRI scans.
2. Fund numbers to pay for scans must be on file and verified as a prerequisite for scanning. Fund transfers must be approved by the fund manager before scanning can begin. Tracking of fund numbers and fund transfers into an ALBMC credit account are handled through the ALBMC database where you will need to set up an external fund and a credit account. For additional questions please contact Ludmila Budilo.