Perelman SCHOOL OF MEDICINE UNIVERSITY *of* PENNSYLVANIA | Center for Advanced Magnetic Resonance Imaging and Spectroscopy

CAMRIS SOP #103

Project Development (Prodev) Funding

Responsible Committee:	Effective From:	Last Approved:	Next Review:	Next Approval:
Administration	July 1, 2024	Jan 8, 2025	April 7, 2025	April 17, 2025

1. Purpose

This standard operating procedure (SOP) describes the process for awarding research MRI Project Development (Prodev) funding.

2. Scope

The Department of Radiology provides a limited amount of Prodev funding to support research MRI. CAMRIS Administration is responsible for establishing and overseeing the process for evaluating Prodev funding requests. This SOP applies to Prodev awards administered by CAMRIS for research MRI in human subjects and not to any other source of funding for pilot studies using CAMRIS resources.

3. Instructions and Procedures

3.1 Prodev award details

CAMRIS awards two types of Prodev funding: Tier 1 and Tier 2. Tier 1 is intended for studies with specific scheduling constraints, while Tier 2 is assigned to all other studies.

3.1.1 Duration and Scan Time

Each Prodev award is for the duration of one year. Tier 1 protocols will be granted up to 5 hours of MRI scan time. Tier 2 protocols will be granted up to 10 hours of scan time.

3.1.2 Scheduling, Cancelations, and No Shows

All policies and procedures outlined in CAMRIS SOP 101 (https://www.med.upenn.edu/camris/policy-and-procedures.html) must be followed by Prodev award recipients, except as outlined below.

- Tier 1 protocols have the same scheduling rules as other extramurally funded studies. Tier 1 studies can schedule scanner time up to three weeks in advance. Tier 1 protocols must cancel appointments at least 2 business days in advance or will have one scan deducted from the total Prodev allotment.

- Tier 2 protocols may be scheduled no earlier than one week in advance at times that are not yet booked in the CAMRIS calendar. Tier 2 protocols can displace Techdev scans. Late cancelation fees are waived for Tier 2 protocols.

- Tier 1 and 2 protocols that do not show for a scheduled appointment will have one scan deducted from the total Prodev allotment.

3.1.3 Extensions and Renewals

Prodev awards will expire within one year unless extended or renewed. Extensions allow for additional time on the initial award. Renewals allow for additional scans. Awards can be renewed only once. To be considered for extension or renewal of an existing award, the Principal Investigator (PI) must provide a progress report and written justification to the CAMRIS committee explaining why the additional time and/or additional scans are needed. Reports are to be submitted at the CAMRIS Help Desk: https://camris.atlassian.net/servicedesk/customer/portals. PI's will receive an updated approval letter if the extension or renewal is granted by the CAMRIS committee.

3.2 Applying for a Prodev award

Prodev support is requested by submitting an application to the CAMRIS committee, available at the CAMRIS Help Desk.

3.2.1 Applicant requirements

The intent of Prodev is to seed future extramurally supported research MRI projects. For this reason, Prodev funding is restricted to CAMRIS users who are eligible to submit grant proposals as a PI. Although all eligible users may request Prodev funding, priority is given to junior and new investigators that do not have other sources of funding for human research MRI. See section 3.3 for additional considerations.

3.2.2 Application details

The Prodev application is available at the CAMRIS Help Desk: https://camris.atlassian.net/servicedesk/customer/portals. Applicants must answer all questions and provide all requested documentation to be considered by the CAMRIS committee. The CAMRIS committee will review new applications during the monthly review meeting. Renewals/extensions will be reviewed on a rolling basis.

3.2.3 Final Report

Prodev award recipients must provide a final report describing the results and impact of the award. This report should be submitted to the CAMRIS Help Desk (https://camris.atlassian.net/servicedesk/customer/portals) within 90 days of completion of the award.

3.3 Prodev review considerations

Prodev requests are reviewed by the CAMRIS committee during monthly review meetings. CAMRIS committee meeting dates and submission deadlines are available on the CAMRIS website: https://www.med.upenn.edu/camris/important-dates.html. Factors considered in the decision to provide Prodev funding include:

- The significance of the project and the likelihood that Prodev support will lead to extramural funding.

- The career stage and funding status of the applicant. Priority is given to Prodev requests supporting junior investigators (Assistant Professors), new collaborations, and investigators with no other Prodev funding or extramural funding for human research MRI.

- The number of funded Prodev projects already awarded to the applicant.

- The applicant's track record for securing extramural funding after prior Prodev award completion.

3.4 Acknowledgement

It is the responsibility of the study team to properly acknowledge the Department on publications stemming from the data collected with Prodev funding. The preferred acknowledgement is as follows: Department of Radiology, University of Pennsylvania Perelman School of Medicine.

4. Update History

Date:	Description of Revision
April 17, 2024	Initial version
July 1, 2024	Section 3.1.1 updated Tier 1 scan time to 5 hours and Tier 2 scan time to 10 hours.
	Section 3.1.2 updated to include cancelation and no show details.
January 8, 2025	Section 3.1.2 updated Tier 2 advance scheduling window from 72 hours to one week
	Section 3.2.2 updated to new application form available at CAMRIS Help Desk
	3.1.3 and 3.2.3 report submission location updated to CAMRIS Help Desk
	Added section 3.4 on proper acknowledgement