Setting Up a Resource Agreement

**Pre-Award**

You have a fantastic idea for a research grant which requires MRI scans. You will need a MR Resource agreement to reserve the funds for your proposed project. *The Agreement must be set up at the time of the grant submission.* It is best to contact the MRI Center Research Administrator (647-9710) at least 2 weeks before the submission date to allow sufficient time for the preparation for the forms and for signatures to be obtained.

The following steps are required to set up the agreement:

1. Complete the [MRI Budget Preparation Form](#). The form is to be returned to the Research Administrator who will prepare this agreement for signature based upon the specifications on the Budget Preparation Form.

2. The Director of the MRI Center will initial the agreement form. The form is then sent to the principal investigator for signature on page 1 and 2. The principal investigator then signs the agreement and returns the signed form to the MR Center Research Administrator. At this point the Director signs the Agreement form. The original is forwarded to the Radiology Administrative Office. A copy of the signed agreement is kept in the Research Administrator’s Office, and a copy is faxed to the principal investigator. The MR Center Research Administrator will prepare the stock 136 and 202 forms necessary for the processing of the grant application. *At this point a copy of the budget page from the grant showing any MRI Center faculty salaries and scan related expenses should be sent to the MR Center Research Administrator. All other costs not related to the MR Center should be blackened out.* The following signatures are needed to complete the process: MR Center Director, Radiology Research Chairman, and Allen DePalma of the School of Medicine. The grant, with a copy of the agreement, stock 136 and 202 forms is then sent to WPIC grants and Contracts grants person or other specified grants person in specified department for inclusion with the main part of the grant. The entire packet is then sent to the University of Pittsburgh Office of Research. Complete the UPMC research financial review form.

3. Prepare the IRB application for submission. According to the latest NIH Guidelines, the IRB approval no longer has to be completed at the time of grant submission. However, it must be completed by the time the grant is funded.

**Post-Award**

*If the center is to provide assistance and the best possible service, we need to know the protocol.* As soon as you receive word of your grant being funded, send a copy of the protocol, including copies of the consent forms, to the MR Research Center, B804 PUH, Attention Denise Davis. Ms Davis will schedule a protocol meeting to review your protocol prior to scheduling the first subject. In addition a copy of the IRB approval letter and fiscal review approval letter should be sent to the MR Center also to Ms. Davis’ attention.
In addition, the agreement needs to be modified if there were any changes in the award letter that decreased the budget. A revised agreement will be prepared by the Research Administrator for signature.

Once the protocol meeting has been held and your MR Resource agreement has been revised if necessary, you can contact the MR Research Center Scheduling at 647-9700 to make arrangements for your subject to be scanned.

The MR Research Administration will work with your grants person to establish the sub-account.

You will receive a periodic report of your sub-account’s activity together with copies of invoices billed against your University of Pittsburgh sub-account.

Any discrepancies or errors should be reported immediately to the MR Center Research Administrator (412-647-9710) so that corrective action can be taken in an expeditious manner.