

Dartmouth Brain Imaging Center (DBIC) PHASE 1B Quick-Guide

During Phase 1B, the DBIC will offer COVID-19 training, MRI safety training, and MRI scan operator training. Research groups may conduct methods development and phantom testing. We will allow limited human subjects research restricted to non-undergraduate, volunteer research participants from members of DBIC-affiliated labs only.

Main points:

1. Schedule COVID-19 training for all research personnel who will be involved in Phase 1B data collection. Please email Courtney Rogers (courtney.rogers@dartmouth.edu) to set up the training.
2. Submit a modification to the CPHS for approval to conduct research under their protocol during Phase 1B. For questions about, or help with this process, please contact Courtney Rogers (courtney.rogers@dartmouth.edu).
3. Submit a Phase 1B DBIC application to Courtney Rogers (courtney.rogers@dartmouth.edu) for approval.

Detailed guidance:

1. **COVID-19 Training:** Before research personnel are allowed to work in the Center, they must first schedule and complete an in-person COVID-19 safety training session. These trainings must be scheduled with Courtney Rogers. The instructor will be Terry Sackett.
2. **CPHS protocol modification:** All research groups wishing to participate in Phase 1B of the DBIC's reopening will be required to have current CPHS approval and will be required to submit a modification to the CPHS indicating their desire to participate in data collection during DBIC Phase 1B. Please refer to the CPHS Modification Checklist for guidance on this process.
3. **DBIC application:** All research groups will be required to submit a Phase 1B DBIC application prior to initiating research activities in the DBIC. Completed applications should be sent to Courtney Rogers (courtney.rogers@dartmouth.edu) for review.
4. **Recruitment:** Research participants are restricted to non-undergraduate members of DBIC-affiliated labs. Recruitment must be done in compliance with Phase 1B guidelines, as outlined in the CPHS modification checklist, and as guided by this recruitment template.
5. **Scheduling:** Researchers will schedule scan slots through email requests to Courtney Rogers (courtney.rogers@dartmouth.edu). The DBIC will require a complete list of people (personnel & participants) attending a scan slot. Any changes to that list need to be submitted and approved by Courtney Rogers to ensure proper screening and

training are in place. DBIC hours are Monday-Friday only, from 8am-6pm. Terry Sackett will be available from 8am-4pm. Anyone reserving slots after 4pm must have a COVID-19 trained scan operator, and all additional staff must also be, at a minimum, scan buddy and COVID-19 trained. The DBIC will require a 30-minute gap between changes in research groups, research personnel, and volunteer research participants.

6. **Health Screening:** All research personnel and volunteer research participants must complete Dartmouth's Temperature Self-Assessment (https://dartmouth.co1.qualtrics.com/jfe/form/SV_0qwy2Jce6mElnwN) and DBIC Health Screening (<https://forms.gle/etZDsc5nJgVTpc2QA>) forms before entering the Center. Failure to complete either form will result in denial of entry to the Center.
7. **Social Distance:** During Phase 1B, a maximum of three people (including the participant) will be allowed in the Center. Research personnel must be distanced 6 feet apart in the MRI control area.
8. **Personal Protective Equipment (PPE):** The DBIC requires all research personnel, DBIC staff, and volunteer research participants to wear a face covering during their time in the Center. Volunteer research participants will **not** be required to wear a face covering during their fMRI scan. Research personnel and DBIC staff are allowed to wear their own face coverings if they prefer, however, the DBIC will supply disposable masks for those who need one. During the disinfection process, the DBIC will also require research personnel and DBIC staff to wear gloves.
9. **Disinfecting:** Typically, Terry Sackett will disinfect the MRI suite when he is present. Lab personnel will disinfect the MRI suite when Terry is not present, or when asked by Terry. All surfaces, all door handles, chairs, and light switches in both control room, waiting areas, and scan suite will be cleaned according to DBIC's cleaning and disinfecting guidelines, and will be given the adequate drying time. All required items (such as PPE, sanitizer, and disinfectant) will be supplied by the DBIC.