

# Duke CT Institute Project Application Form

(Last Update 9-01-07)

## Information and Instructions

1. Proposals for research time on the CT scanners in the Department of Radiology must undergo scientific, technical and administrative review by the DCTI Review Committee under the direction of Drs. Donald Frush, Alan Johnson, Rendon Nelson, and Donna Parker, RT. The committee meets on the second Monday of each month. The proposal must be submitted to the Committee by the last day of the preceding month. This will give the Committee, including a primary reviewer, a few days to review the proposal and to meet the deadline for the next month's review. The principle investigator should be available for questions or clarification (or have a contact number) should this be necessary prior to the review. It is possible to in some circumstances that the PI will be asked to be present to provide additional information. This will be agreed upon by the PI and Review Committee. The Committee prefers that proposals are submitted electronically to Candie Stewart as an attachment. The PI will be informed of the Committee's decision by e-mail no later than the Friday after the meeting.
2. Note that the project cannot be started until the PI has worked out a CT protocol (technical review). This is to ensure technical feasibility of the examination and proper technologist orientation. It is advisable to review the technical details with Donna Parker (or her designee) before submitting the proposal to the Committee.
3. Once the proposal has been reviewed and accepted by the Committee and has IRB approval, scheduling of research time on the CT scanners can begin. To schedule scanner time contact Donna Parker (?). The PI does not need to have IRB (or IACUC) approval to submit the proposal to the DCTI Review Committee but IRB (or IACUC) approval is required to begin the study.
4. If the project is funded through a grant, the grant application must be attached. Regardless, the project abstract and other information requested on this form must be completed. The grant abstract can be "cut and pasted" to the abstract section above, as long as the other information requested is added (i.e., overall goal, significance of research, type of study (pilot, NIH, industry sponsored), CT technique to be used, total time expected for each CT session, number of sessions per week and number of subjects per year. Also include any special requirements including scheduling, equipment, data presentation (hardcopy or electronic format – electronic format is preferred), archiving or data transfer.
5. While it will be possible to conduct some pilot studies in DCTI, the Review Committee expects that most of the studies will have funding to support scanner usage. The total charge per scan session can vary depending on the time and support needed. Current charge levels and/or budgetary charge levels for grants under preparation and charges for other support capabilities of DCTI can be obtained from Dr. Frush or Dr. Nelson. Funding availability does not impact scientific review, but will be taken under consideration from an administrative standpoint due to limited DCTI resources.
6. Projects are typically approved for one year and can be renewed by submitting a progress report and renewal application to the DCTI Review Committee (obtained from DCTI administrative support, Candie Stewart 919-684-7293). The resubmission must also include evidence of IRB renewal. If no renewal application is received by the Committee, it will be assumed that the project has been completed or cancelled.
7. **Mandatory information:**
  - a. Assigned Duke clinical radiologist (does not have to be an investigator)
  - b. Funding details
  - c. Special considerations for performing, interpreting, or archiving/shipping data

**Duke CT Institute**  
**Project Application Form**

Approval (to be filled in by DCTI Administration)	
DCTI Project Number:	Expiration Date:

Instructions: Before a project can use the CT facilities it must be reviewed and approved by the Review Committee as well as have technical and administrative review (see instructions below).

<b>Today's Date:</b>		
<b>Project Information (to be filled in by PI/Applicant)</b>		
<b>Project Title (REQUIRED- Must not exceed 50 characters)</b>		
<b>PI Name:</b>		<b>Degree:</b>
<b>PI Phone:</b>	<b>PI Pager:</b>	<b>PI Email:</b>
<b>Department:</b>	<b>Institution:</b>	
<b>Mailing/Billing Address:</b>		
<b>State:</b>	<b>Zip Code:</b>	
<b>Study Coordinator Name:</b>		
<b>Study Coordinator Phone:</b>	<b>Pager:</b>	<b>Email:</b>
<b>List All Other Investigators:</b>		
<b>Name of Radiology Co-investigator/contact (REQUIRED):</b>		
<b>IRB Number:</b>	<b>IRB Expiration Date:</b>	
<b>IACUC Number:</b>	<b>IACUC Expiration Date:</b>	
<b>Technologist Required?</b>	<b>Hardcopy/Electronic Copy Required?</b>	
<b>Specify if Human or Animal Study:</b>		
<b>Specify Type of Scanner (if necessary):</b>		

**Project Abstract (REQUIRED):** [Describe the overall goal, significance of research, type of study (pilot, NIH, industry sponsored), **CT technique to be used**, total time expected for each CT session, number of sessions per week and number of subjects per year. Also include any **special requirements for interpretation –eg score sheet—**and include special scheduling, filming, archiving or data transfer requirements].

**Funding Information (REQUIRED):** [Give funding source, charge code, grant renewal date. Also give special billing instructions if direct billing is involved. Indicate the amount of funding available and the number of examinations per patient needed. Funding availability does not impact scientific review, but will be taken under consideration from an administrative standpoint due to limited DCTI resources. *If not standard billing eg carrier or Medicaid, then any exam technical or professional fee must be cleared through Radiology business office*]

**Following all REQUIRED:**

**Responsible Site-based Research Committee:** \_\_\_\_\_

PI Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this form and return (electronic submission is preferred over hardcopy) to Candie Stewart, Box 3808 DUMC, Durham, NC 27710 or fax: 919-684-7151, e-mail: [stewa028@mc.duke.edu](mailto:stewa028@mc.duke.edu)