

Instructions for Processing MR Center User Agreements:

1. Contact the Director of the MR Center, Tim Verstynen at timothyv@andrew.cmu.edu to discuss your research.
2. Contact Ginger Placone, gingerp@cmu.edu to request an external user agreement.
3. Contact CMU IRB office at irb-requests@andrew.cmu.edu to initiate the IRB approval process.
4. Complete the external user agreement, obtain appropriate signatures, and mail the original to Ginger Placone, Dept of Psychology, Carnegie Mellon University, Pittsburgh, PA 15213.
Note that all research staff who will be on premises at MR Center will need to sign the agreement. Please use multiple copies of the signature form on the back if you need more lines.
5. Email Ginger Placone a copy of the CMU IRB Approval Letter.
6. CMU's Office of Sponsored Programs (OSP) will obtain the CMU signatures/approval of user agreement. Once the agreement is executed (approximately 2 weeks), OSP will send the signed agreement to the external PI, the MR Center administrators, and the CMU IRB Director for their records.
7. Once the executed external user agreement and verified CMU IRB approval are documented, you may contact Scott Kurdilla (kurdilla@andrew.cmu.edu) and John Pyles (jpyles@cmu.edu) to get information about scheduling and setting up your experiments.

Any questions regarding this process should be directed to Ginger Placone at gingerp@cmu.edu or 412-268-3151.