

**ROBARTS RESEARCH INSTITUTE**  
**CENTRE FOR FUNCTIONAL AND METABOLIC MAPPING:**  
**3T/7T MRI FACILITY**

**Standard Operating Procedure #410-01**  
**Last Updated: August 19, 2008**

**MRI Data Handling**

**1. Introduction**

- 1.1 The 3T/7T MRI Facility is used primarily for *in-vivo* studies of human and animal structure and function. These studies include assessment of metabolism and physiology, cognitive function and vascular dynamics, not only in normal and research patient populations, but also in *in-vitro* and animal models using a variety of advanced nuclear magnetic resonance imaging and spectroscopy techniques. The 3T/7T Facility represents a unique national resource for state-of-the-art evaluation of structure and functional activity using a variety of MRI and MRS techniques in a research setting. The facility resources are available to peer-reviewed grant funded scientific collaborators with appropriate Review Ethics Board (REB) protocols in place, see SOP#130-01 "New Protocols and Ethics".
- 1.2 Full-time technical support for scanner operation is provided and included in hourly rates (see SOP#400-01 "System Billing Guide and Standard Rates") during the following weekday hours: Monday through Friday, 9.00 am – 5.00 pm.

**2. Data Handling**

- 2.1 All data collected in the 3T/7T MRI Facility is stored on disk in an assigned temporary directory. The operator is responsible for informing the investigator and/or the experimental support personnel of the location of the data. The data will remain within that disk location for a maximum of 7 days unless otherwise specified.
- 2.2 The data collected at the 3T/7T MRI Facility is also backed up, on a daily basis, onto tapes. Data on the tapes is guaranteed to remain there for no longer than three months. The tapes are cycled periodically and rewritten with new data, thus the tape backup is not an archival service.
- 2.3 Upon special request Imaging Lab disk space and user accounts can be made available to investigators at additional yearly costs.
- 2.4 There are post-processing algorithms available for reconstructing the raw data collected at the 3T/7T MRI Facility and converting it to a format readable by Brain Voyager, Stimulate and other imaging programs. The investigator and/or experimental support personnel are responsible for reconstructing and analysing the data and are encouraged to do so in the allocated temporary scratch directories.