

Starting MEG Project

Step 1: Read the MEG guide on the [WIN Intranet - Home \(ox.ac.uk\)](#), will give you information regarding study design, recruitment considerations, scanning costs and using the MEG lab.

Step 2: Making initial contact. Contact MEG lab manager Anna Camera anna.camera@psych.ox.ac.uk. You'll have to outline your project and provide initials info such as protocol duration and content, numbers of participants, and timeline of the project. This is a good time to ask any questions you may have related to the MEG lab and starting your project.

Step 3: Apply for ethics You can find all ethics information and forms at the CUREC [MS IDREC application process](#), and more specifically for MEG [Approved procedures](#).

Prior to submitting your documents to MS IDREC, your application must be reviewed by MEG physicist Sven Braeutigam sven.braeutigam@psych.ox.ac.uk. Once you have filled in all forms and have your application ready, send it to Sven and he will make suggestions and/or modifications if needed.

Once the application has been checked you can submit the forms to the Medical Sciences Division IDREC ethics@medsci.ox.ac.uk to receive approval.

Step 4: Present a WIP Everyone starting an MEG project needs to present a WIP ('Work in Progress' meeting). To sign up to present your project, follow this guide [WIPs \(ox.ac.uk\)](#). You may decide to present before or after having ethics, but you must present before starting to scan.

Step 5: Add your project to Calpendo and get a project code If you do not yet have a Calpendo account, [request one](#). Log in and create a new project. Follow the steps on the Calpendo tutorial pdf on the WIN intranet for further help. Please send an e-mail to [Anna](#) when you have submitted to approval, she will then send you the project code for your new study.

Step 6: Booking the lab

NB: before the actual pilots, we will run through your experimental set-up. This session (more than one if necessary) should be used for programming your stimuli, so make sure you have these programs running first. These sessions are used to make sure your script works fine, the triggers are coming in as expected, and the stimuli are delivered in time (diode check). You will not be allowed to book pilots before all of this is sorted. Make sure to contact Anna or Sven to book these. For script-only checks, after hours slots will be assigned (after 17.00), in order not to interfere with testing slots.

Once you have all the approvals, you will be able to book the lab on Calpendo. Your project status should be *approved*. If that is still not the case, please contact [Anna](#). You do not need to contact MEG staff for every booking, only for the pilots.

➔ *Starting pilot scans*

You can book two pilot scans free of charge. For the real pilot scans, you should bring along a volunteer to be scanned, but it is important to realise that this session is for testing the procedures and training you. The pilot session will take longer than a normal scan and the data may not be usable for your study. For this reason, you should not bring a real study participant. If you require further pilot sessions, they will be charged under your project code.

Documentation needed

Read the [CUREC guidance](#) for your specific project resources
Contact admin@ohba.ox.ac.uk to arrange a OHBA building induction (if not already done). You will receive the induction pack and sign a copy on the day of the induction as well.

Once you have done or planned the above, send the following to admin@ohba.ox.ac.uk

I confirm that I have read:

- CUREC/CTRG guidance
- OHBA building risk assessment

In addition to the above can you please **provide copies of**

- Approved ethics application
- If applicable - NHS study start approval
- If applicable - CTRG confirmation of continuing approval
- If applicable - ethics amendment form and approval confirmation