Memo

From: Zahi Fayad, PhD
Professor of Radiology and Medicine (Cardiology)
Director, BioMedical Engineering and Imaging Institute

To: Steven Harvey
Vice President, Icahn School of Medicine at Mount Sinai

Re: Study Name: “XXX”
PI Name: XXX, MD
Grant Number Program Announcement: XXX

Date: XXXX

The BioMedical Engineering and Imaging Institute (BMEII) Imaging Core provides a wide range of services to investigators, including access to research dedicated state-of-the-art imaging instrumentation (MR, PET/MR, CT, Ultrasound, Optical), supporting technologies, infrastructure and advanced technical support. Follow this link to a detailed list of the available resources.

We work with the investigators to understand their research project and help determine the resources needed to conduct their study.

This study involves XX MRI [PET/MR and/or CT] each lasting X hours scans over the course of X years, X in year 1, X in year 2 [etc]. $XX per hour [rates for other modalities here] has been allocated for per scan in our budgets under “Other Expenses.” These rates are subject to change but will not increase by more than 3% per year.

The above-mentioned study has been reviewed by the BMEII Imaging Core and will be conducted in accordance to the process outlined above.

Please let me know if you need any further clarification.