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York NeuroImaging Centre
THE UNIVERSITY *of* York

– **Welcome to**

Project Applications at

Preparing to scan at

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Leaving

York Neuroimaging Centre.

Workflow 1: Information for New Centre Users

Registration

Welcome to the York Neuroimaging Centre (YNiC). This document is intended as a brief introduction to the centre, the facilities available and centre personnel. It exists as a means for assisting all users to get the most out of their time spent at the centre.

Due to the potentially hazardous nature of the work being undertaken at YNiC, all new users are required to complete and sign an induction training form to confirm that they have read and understood the relevant information prior to the commencement of any work within the centre.

The centre staff are available to answer any queries regarding the use of the facilities or the centre itself; please feel free to contact them as needed. Further particulars of their contact details and individual responsibilities are included below.

Please note that the centre is a clinical facility and receives patients, their relatives and external visitors on a very regular basis. Therefore, professional conduct from those working within the department is required at all times.

Door fobs can be acquired from reception. You are required to pay a £10 deposit, which will be refundable when you leave YNiC. Door fobs will only be issued at the same time as an IT account is created and will require that the induction training form (available from https://www.ynic.york.ac.uk/forms/InductionTrainingForm.pdf) has been signed off.

IT Account

The IT systems at YNiC are separate from the University IT systems. They differ from the University systems, and some other systems you may be used to, in some important ways. All new users at YNiC are provided with a computer account at YNiC. If you already have a university account your YNiC login name will be the same as the university login name. However these two accounts are separate and so have different passwords. If you change a password on one system, it will not automatically change on the other. The computers you will be using at YNiC are neither wholly stand alone machines nor "dumb" terminals, but you can use any machine and see the same data and system set up.

In order to obtain a YNiC IT account, you must fill in an account application form which is available from https://www.ynic.york.ac.uk/forms/YNiCUserApp.pdf. Once this form is submitted, it will take up to 48 hours for your account to be created. When

your account has been set up, you will recieve some essential information regarding the use of YNiC.

Project Proposal

All applicants must complete the YNiC Project Proposal Form (which can be found at https://www.ynic.york.ac.uk/information/application) and send it electronically to the Centre Manager `<centre.manager@ynic.york.ac.uk>`. You will then be invited to make a project presentation, at which point you will have the opportunity to meet relevant members of the team and discuss your ideas and requirements. Depending on the outcome of these discussions you will be advised on how best to pursue your formal Research Ethics and Governance application.