

SAIF Application Directions

If you are not currently affiliated with the University of Pennsylvania, please follow the instructions under the heading 'Getting a PennKey' to obtain a PennKey to be able to use the SAIF Application System:

<https://pathbio.med.upenn.edu/pbr/portal/?morph>

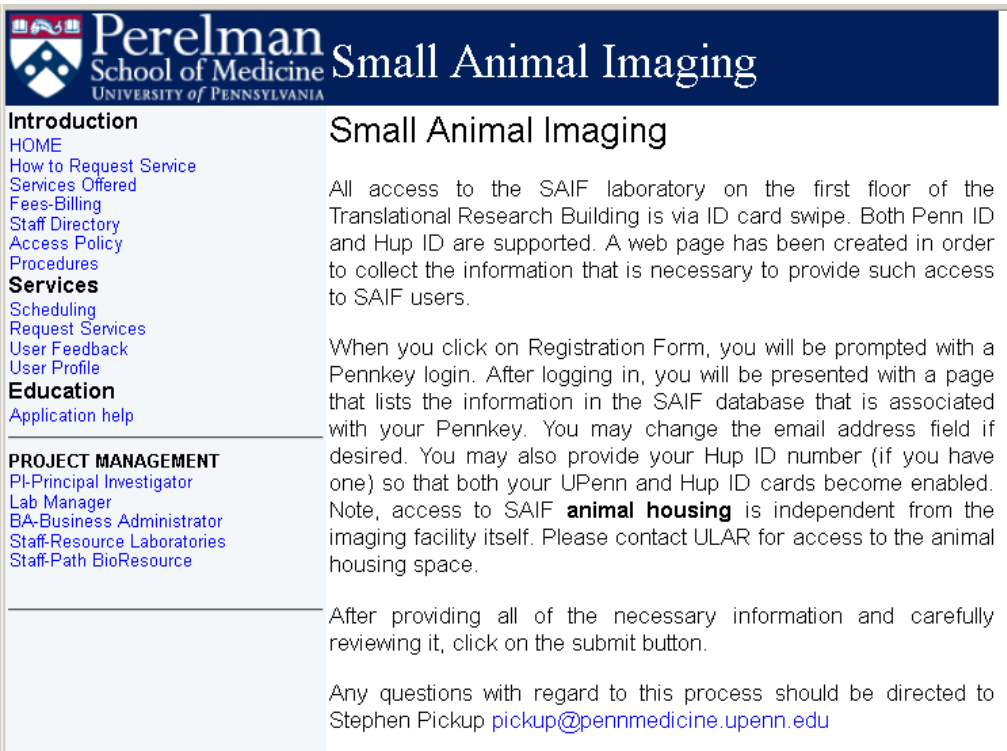
1. Obtain IACUC Approval

2. Enter IACUC information into online system

a. Go to <https://pathbio.med.upenn.edu/pbr/portal/?saif>

Under Other Resource Laboratories using this system

Choose [Small Animal Imaging Facility \(SAIF\)](#)



Perelman School of Medicine **Small Animal Imaging**
UNIVERSITY of PENNSYLVANIA

Introduction
[HOME](#)
[How to Request Service](#)
[Services Offered](#)
[Fees-Billing](#)
[Staff Directory](#)
[Access Policy](#)
[Procedures](#)
Services
[Scheduling](#)
[Request Services](#)
[User Feedback](#)
[User Profile](#)
Education
[Application help](#)

PROJECT MANAGEMENT
[PI-Principal Investigator](#)
[Lab Manager](#)
[BA-Business Administrator](#)
[Staff-Resource Laboratories](#)
[Staff-Path BioResource](#)

Small Animal Imaging

All access to the SAIF laboratory on the first floor of the Translational Research Building is via ID card swipe. Both Penn ID and Hup ID are supported. A web page has been created in order to collect the information that is necessary to provide such access to SAIF users.

When you click on Registration Form, you will be prompted with a Pennkey login. After logging in, you will be presented with a page that lists the information in the SAIF database that is associated with your Pennkey. You may change the email address field if desired. You may also provide your Hup ID number (if you have one) so that both your UPenn and Hup ID cards become enabled. Note, access to SAIF **animal housing** is independent from the imaging facility itself. Please contact ULAR for access to the animal housing space.

After providing all of the necessary information and carefully reviewing it, click on the submit button.

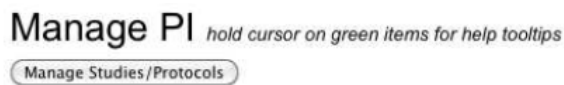
Any questions with regard to this process should be directed to Stephen Pickup pickup@penmedicine.upenn.edu

b. In left column, click on [PI-Principal investigator](#)

c. Login with PennKey and Password of PI on the IACUC protocol



d. Click on 'Manage Studies/Protocols' at the top of the page



e. Scroll to 'Add Protocol'

ADD PROTOCOL

Protocol Imaging flag Type IACUC
 IRB
 Clinical
 Collection

Expiration

Title

Grant Number

f. Enter IACUC number, Expiration Date, Title, Grant Number from IACUC protocol
(not the 26 digit FINMIS number)

g. Click on 'Add New Protocol'

h. Email a copy of IACUC protocol and approval letter to Stephen Pickup
(pickup@penmedicine.upenn.edu)

3. Add Funding Source into online system

NOTE: If already logged in, skip to step d.

a. Go to <https://pathbio.med.upenn.edu/pbr/portal/?saif>

b. In the left column, click on [PI-Principal investigator](#)

c. Login with PennKey and Password of PI on the IACUC protocol

d. Scroll to 'Add Projects' section

ADD PROJECTS	project nickname?	expiration date	cnac	org	chk	fund?	obj	prog	cref
grant funded <input type="button" value="AWARD"/>	<input type="text"/>	date will be supplied	<input type="text" value="400"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="5340"/>	<input type="text"/>	<input type="text"/>
non-grant funded <input type="button" value="RA"/>	<input type="text"/>	20 <input type="text" value="11"/> <input type="text" value="dec"/> <input type="text" value="31"/>	<input type="text" value="400"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="5340"/>	<input type="text"/>	<input type="text"/>

- e. If the project is Grant Funded, put in a nickname for the funding source and the budget number in the boxes provided (the expiration data is added automatically by the system)
- f. If the project is Non-Grant Funded, your Business Administrator needs to add the budget number into the system
- g. If unsure, contact your Business Administrator for further information

4. Add Personnel into online system

NOTE: If already logged in, skip to step d.

- a. Go to <https://pathbio.med.upenn.edu/pbr/portal/?saif>
- b. In the left column, click on [PI-Principal investigator](#)
- c. Login with PennKey and Password of PI on the IACUC protocol
- d. Click on 'Manage Studies/Protocols' at the top of the page

Manage PI hold cursor on green items for help tooltips

Manage Studies/Protocols

- e. Scroll to 'Authorize Members'



- f. In the box provided, enter the PennKey or PennID of the people (one at a time) authorized by the IACUC protocol to work on the SAIF Application.
- g. Click on 'assign'
- h. The authorized members' names will be added to the listing below 'Authorize Members'
- i. If a person is authorized to work under the IACUC protocol, the box under their PennKey should be checked

5. Add SAIF Application

NOTE: If already logged in, skip to step d.

- a. Go to <https://pathbio.med.upenn.edu/pbr/portal/?saif>
- b. In the left column, click on [PI-Principal investigator](#)
- c. Login with PennKey and Password of PI on the IACUC protocol
- d. Click on 'Manage Studies/Protocols' at the top of the page

Manage PI hold cursor on green items for help tooltips

Manage Studies/Protocols

- e. Click 'New SAIF Application' button and select appropriate IACUC protocol from drop-down menu.

SAIF Application

New SAIF Application amend a SAIF application

New SAIF application for protocol

- f. Click 'Apply' button
- g. Fill out required information according to IACUC protocol
- h. When completed, scroll to bottom and click 'Save'
- i. Review information on the screen that shows up
- j. If it is necessary to make any changes, scroll to the bottom of the page and click 'Back'
- k. If all the information is correct, click on 'Submit for Review'

6. Amend SAIF Application

NOTE: If already logged in, skip to step d.

- a. Go to <https://pathbio.med.upenn.edu/pbr/portal/?saif>
- b. In the left column, click on [PI-Principal investigator](#)
- c. Login with PennKey and Password of PI on the IACUC protocol
- d. Click on 'Manage Studies/Protocols' at the top of the page

Manage PI hold cursor on green items for help tooltips

Manage Studies/Protocols

- e. Click 'Amend SAIF Application' button and select appropriate SAIF Application from drop-down menu.



SAIF Application

New SAIF Application amend a SAIF application

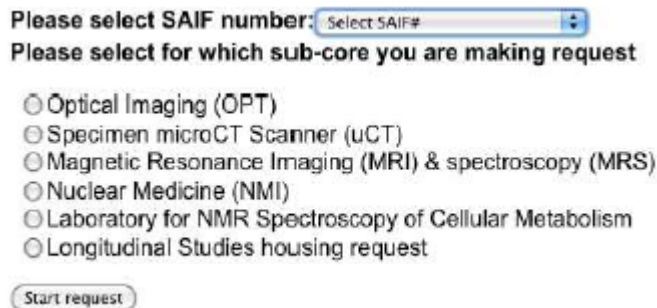
Amend SAIF application for SAIF

select... Apply

- f. Click 'Apply' button
- g. Make necessary changes, scroll to bottom, and click 'Save'
- h. Review information the screen that follows
- i. If all the new information is correct, click on 'Submit for Review'
- j. If necessary to make any changes, scroll to the bottom of the page, and click 'Back'
- k. Send a copy of IACUC amendment and approval letter to Stephen Pickup (pickup@pennmedicine.upenn.edu)

7. Service Requests

- a. Go to <https://pathbio.med.upenn.edu/pbr/portal/?saif>
- b. In the left column, click on [Request Services](#)
- c. Login with PennKey and Password of an authorized member on the SAIF Application
- d. Select the SAIF Application Number from the drop-down menu and the Imaging Modality you would like to make a request for



Please select SAIF number: Select SAIF#

Please select for which sub-core you are making request

Optical Imaging (OPT)

Specimen microCT Scanner (uCT)

Magnetic Resonance Imaging (MRI) & spectroscopy (MRS)

Nuclear Medicine (NMI)

Laboratory for NMR Spectroscopy of Cellular Metabolism

Longitudinal Studies housing request

Start request

- e. Click 'Start request'

f. In the first section, select the billing project for the request

1. Below is the project which will pay for this service. We will use the billing and shipping information associated with the Project ID you select.

Project	PI	Account Grant Number	Grant Title
<input type="radio"/> prodev_usage_Sabet	Sabet, Neisan		

ALERT: Projects which will expire within 2 weeks are not listed. (Contact the Resource Laboratory director to bill to expiring funds.)

g. In the second section, select the appropriate options for the type of scanning involved

2. Please submit your request for Small animal microCT (uCT)

Is the specimen fixed? (recommended for soft tissue specimens.)

Please choose the tube size

- Tube 1: 12mm inner diameter, 7 cm long
- Tube 2: 28mm inner diameter, 9 cm long

What resolution is desired?

Notes: Quoted image resolution is isotropic. Scan times and reconstruction times quoted are approximate.

- 8 micron (3-4 hr scan + 1 hr recon) Only for tube1
- 16 micron (1.5-2.5 hr scan + 1 hr recon) Only for tube1
- 32 micro (1-1.5 hr scan + 0.5 hr recon)
- 50 micron (0.5 hr scan + 0.5 hr recon)

h. When complete, scroll to the bottom of the page and click 'Submit SAIF'

i. On the screen that follows, review the request. There is an option to make a print-out to keep for your records at the bottom of the page

Small Animal Imaging - present at time of usage
University of Pennsylvania tel:215-898-9072

Request ID: 38497 Date: February 14, 2011 15:47:05

For any question about request please contact

Facility: SAIF, Tel: 215-898-9072

Type of Service: NMI_tracer_FDG - FDG mornings

Service types: FDG mornings,

SAIF number: 10-006

Researcher: eric blankemeyer

pennkey: eriblack

email: eriblack@mail.med.upenn.edu

Project: prodev_usage_Sabet

Grant Name:

Grant Number: Account:

PI: NEISAN SABET

dept: Cancer Center - main

tel: 215-740-5099 lab tel:

BA: Elda Ford

tel: fax:

[Print & go to home](#) To cancel this request submission [Click here](#). If you cancel, the request will not received by facility.

Do not forget to [Logout](#) if you are not making any other request.

j. If there are any problems with the request, cancel it by clicking 'Click here' at the bottom of the page.