

Notes about handling participant:

- 1) Purchase headphones for participants to use. There are disinfecting wipes in the drawer below the slot for completed screening forms - use them to clean headphones between participants.
- 2) Print Consent Forms. Bring printed copies to Fontaine.
 - a) There *is* a printer at Fontaine if you've forgotten Consent Form, but someone else has to use it for you and they're probably not supposed to do that.
- 3) Meet participant upstairs in chair below the "Wait here for an fMRI" sign.
- 4) Invite them to sit in chair nearest the free desk.
- 5) Give Consent Form (if they don't bring one with them), let them read and sign on the last page. We also sign the last page. Answer any questions they have regarding consent.
- 6) Give Screening Form (if they don't bring one with them), mark out the last section about gadolinium. They fill out and sign. Completed forms go to the MRI Tech.
- 7) Participants watch video (using headphones). Playing at 1.25 speed doesn't hurt.
- 8) Reminders about instructions.
 - a) Check that they understand the Prose sample is only 30 seconds
 - b) Timing of responses: balance speed/accuracy, not a race, if they haven't answered by end of duration, they can answer in next fixation
- 9) Reminders about MRI
 - a) Keep head still. Like a long-exposure camera - many pictures over time, if they move during, the pictures come out really blurry.
 - b) Get really comfortable at beginning, no moving for ~50 minutes
 - i) restroom/water before going in?
 - c) What we scan goes to the middle, so head in middle, body out of tube from waist down
 - d) Noisy, will give earplugs
 - e) We have one-way intercom

Notes about equipment setup:

- 1) Laptop Username: MRIPsychology
- 2) Laptop Password:
- 3) Turn projector on (beige box to left of laptop).
- 4) Check projector lens to see if ours in in. Ours is smaller and more slender than the other lens. Box where alternate lens is stored lives on top shelf of upper cabinets (3rd door from right).
 - a) Swap lenses if necessary. Be very careful - support the lens as you're unscrewing it.
 - b) The lenses *do attract*, so do not carelessly get them too close to the magnet.
- 5) Open MATLAB on laptop. Navigate to the csfMRI directory (under experiments).
- 6) Relevant functions: (in MATLAB, strings are encapsulated in single-quotes only)
 - a) `csfMRI_setDesign(string of sub_id);` % this is the first thing to run for each participant. Picks the samples/order for all of their runs

- b) `csfMRI_testFocus(string of sub_id);` % shows a sample trial that was not picked for participant's real runs. Useful for testing the focus of the projector
- c) `csfMRI_fixation;` % displays the fixation screen. Good thing to have up while participant is doing the localizer and hires scans.
- d) `csfMRI_runDesign(string of sub_id, int run_number);` % run the main thing. Run_numbers start at 1, not 0 (meaning 4 runs will use 1,2,3, and 4 for that parameter).
- e) `csfMRI_getPostData(string of sub_id);` % starts the post-survey sequence. Press any key to advance to next sample.

Notes once participant is inside the scanner

- 1) Stay in and check focus with them. Make sure they can read the text, see top and bottom of screen
- 2) Localizer - 13 seconds
- 3) Hires - 3 minutes
- 4) "Shimming the field" - random noise, means nothing for the participant
- 5) Functional runs
 - a) Ask for questions
 - b) Offer a short break between runs

Notes for post-survey

- 1) Give them a little time after getting out of the scanner. It can be disorienting.
- 2) Introduce the format of the post-survey (it is not explained elsewhere)
- 3) Let them know we will not release the audio recordings. It's just the fastest way for us to gather that information.
- 4) When done, confirm payment plan (collect phone number if they do not have direct deposit)
- 5) Go over hires if you are comfortable doing so. Let them know it will be emailed to them along with instructions of how to use free software to view it.