Checklist for Preparing Lab Experiments

Create a shared folder on Box	
	Save as a subfolder in your "People" folder. That ism in the subfolder with your name.
	Name it after the line of experiments (e.g., "CueOverload")
	Use subfolders for each experiment (e.g., E1, E2, E3, etc.)
	Save data, subject logs, analyses, materials, etc. in this folder and label everything clearly
Prepare Documents (if using a new Sona number)	
	Use templates from the IRB folder on Box to create consent forms, debriefing forms, and Sona description for your experiment. (Note: these will be required to receive Sona approval)
	Be sure to update the information about the duration/sessions, number of credits, and number of participants to be collected
	Check that the Sona number and title match on all forms match what is/will be on Sona
	Print plenty of copies (request 100+ copies at the copy center)
Prepare experiment script	
	Use the template on Box to create an experiment script for the RAs
	Make sure to specify and experiment specific documents that they will need
	Include any questions you would like the RAs to ask the subjects at the end of the experiment
	Print at least 1 copy
Prepare other paper documents	
	If you have any paper-and-pencil tasks, make sure to prepare those as well
	Print plenty of copies
Prepare subject log	
	Create an Excel file to record subject number, subject name, session dates, condition, notes, etc.
	Either print to include in experiment folder or save in shared experiment folder on Box
Prepare experiment folder	
	Label a hanging file folder with your experiment name (e.g., "Cue Overload E1)
	Place copies of all paper documents in this folder.
	Include a copy of the experiment script and subject log (if applicable) in folder
	Have RAs save all signed consent forms and other completed paper documents in this folder

Checklist for Preparing Lab Experiments

Prepare computer programs	
	Make a computer program to run your experiment (see programming guide)