

Subject	
Date	
Experimenter	

DATA COLLECTION CHECKLIST

MORNING OF EXPERIMENT

- [] Send email reminder to the subject early in the morning of the experiment data.
 - ++ Email should be brief and contain the following info:
 - (1) Reminder of time and location of the experiment
 - (2) Reminder about various experiment requirements/preparation
 - (3) Precise instructions on how to find the experimenter (e.g., how access buildings, exact location in building where to meet)
 - (4) Contact information for the experiment (email and cell/text)
 - (5) Thank you for participating in the study!
 - ++ Use templates for these email communications

BEFORE SUBJECT ARRIVES

- [] Generate SID for Participant
- [] Arrive at least 15 mins before subject is due
- [] Clean up the experimental and waiting rooms
- [] Get equipment, software ready for the subject
- [] Print the instructions, consent forms & payment forms Fill out the subject's name in the payment and consent forms Put them in the table, together with a pen

AT EXPERIMENT

- [] Welcome the subject
- [] Verify proof of vaccination
- [] Ask if they need to use restroom and show location if needed
- [] Ask them to read and sign the consent form

- [] Ask them to read the instructions and answer any questions before each of the tasks.
- [] Run Task:
 - Enter SID and Block Type
 - Eye-tracking calibration
 - Practice Trials
 - Run Block of 200 trials
 - Break
 - Eye-tracking calibration
 - Run Block of 200 trials

END OF EXPERIMENT

- [] **IMPORTANT:**
 - Tell subject to remove target sticker from forehead
- [] Implement the randomly selected trial
 - ++ Fill bag with marbles in proportion to the lotteries selected.
 - ++ Pay subject the corresponding amount they win
- [] Pay subjects and ask them to fill out & sign the payment form
- [] Thank subjects for participating in the experiment

AFTER EXPERIMENT

- [] Run quality control code on subjects data
- [] Update subject spreadsheet:
 - ++ including whether or not subject passes quality control
 - ++ including any issues with subject such as lateness, rudeness, distraction, sleepy, ... which might affect the desirability of participation in future experiments
 - ++ Update Payment Log
- [] Download raw data into experiment's Google Drive
 - ++ Each subject in separate folder within the data folder (if it passes quality control) or the data_faulty folder if not
 - ++ Folder name is subject_ID
- [] Stable this checklist and consent form and file securely
 - ++ file name should be "LAST_FIRST_consent_and_checklist"
 - ++ Important: do not link the subject_ID to the consent form to preserve data anonymity