Starting an NPNL Lab Study (in general):

1. Fill out a substudy form
2. Send to Lei; discuss
    a. Be sure to include detailed background/rationale with citations (show that you did a thorough lit review to support the idea)
    b. Base your protocol from other published, well-respected papers where possible
    c. Also include an analysis plan that directly addresses your hypotheses
3. Ensure substudy falls within a specific IRB; make sure all involved personnel are added to IRB
4. Determine payment amount
5. Draft recruitment email - determine eligibility criteria - inclusion AND exclusion
6. Assign NPNL Lab Study number
7. Determine naming convention for subjects (cXXXX_gXX_sXXXX_tXX) which is cohort_group_subject_timepoint
8. Set up folder in Lab Projects with:
    a. Substudy Form, Protocol, Study To-Dos, Data Collection Folder, Data Analysis Folder with Data Collection Spreadsheets
    b. Set Up Questionnaires on Qualtrics if applicable; or print out set of questionnaires and make folders for use (1-2 to start)
    c. Set up physical folder for IRB
9. Run protocol with 1-2 pilot participant with Lei to observe
10. Make edits to protocol
11. Start recruitment and running participants
12. If applicable, analyze after first five subjects
13. All protocol changes, data collection changes, and data analyses should be carefully recorded, with all final protocols, analyses and scripts uploaded to the project google folder so an outside individual could replicate the analyses. All scripts should be clearly descriptively labeled.
14. Data, depending on size, can be uploaded to google drive (e.g. if it's just a few spreadsheets), or else to our lab Dropbox (e.g., MRI, EEG, large data files). Data should be backed up on borg@npnl-picard.osot.usc.edu once a month or more, and backed up from borg to a harddrive once every three months.