

Pre-Scan Checklist

Make sure you are ready for your first scan!

Approvals:

☐ IRB approval

Make sure you are listed as personnel on the IRB protocol you will be using. Send the IRB approval (showing you have been added to the protocol) to the scanning facility (scullyhelp@princeton.edu) so that they can add you to the project.

☐ Make sure you know which funding source (i.e., chartstring) you will be charging for your study.

You should talk to your PI and get written (emailed) approval of your funding source.

☐ [Level 1 or Level 2 certification](#)

☐ After getting Level 1 certification, create your [Tesla account](#); you will be emailed information about how to do this.

☐ Also, after getting Level 1 certification, signup to [buddy](#) for other users! This is a great way to get experience scanning and work toward your Level 2 certification.

☐ After getting Level 2 certification, [request](#) that your IRB protocol(s) and funding source(s) are added to your Tesla account.

☐ SONA training

If you want to use SONA for subject recruitment, you will first need to attend a training session with RoseMarie Stevenson. Email rosemary@princeton.edu for upcoming training times.

☐ [Get access to the Calcium scheduling calendar](#) (so you can book scanner time).

Make sure you are familiar with [scheduling policies](#).

☐ Set up your task on one of the stimulus presentation computers at the scanner (unless you will be using your laptop).

Make sure there is a lab/PI account on whichever computer you will be using for running your experiment and that you know how to login to that account; if there is no lab/PI account, request one by emailing scullyhelp@princeton.edu.

☐ Figure out how you will compensate participants

If you use [cash advance](#), you will receive cash in advance to your bank account. While you are spending out the money you will not be able to submit any new/other reimbursements. You should always ask for cash advance that is slightly below the estimated spending amount. Cash advances must be

substantiated within 60 days of incurring expenses. Any unspent portion of the cash advance must be returned within 120 days. Unspent money must be paid back through the Bank of America. Cash advance is recommended when you are scanning a large number of participants over a relatively short time. The other option is paying subjects out-of-pocket and requesting reimbursements through [Concur](#).

Getting ready to scan:

- ☐ Post your study on [SONA](#) and find a participant
- ☐ Book scan time on [Calcium](#)
- ☐ Find a [buddy](#); while you're at it, sign up to buddy for other users!
- ☐ Make sure you are using the current version of all approved forms
 - ☐ [fMRI safety screening forms](#)
 - ☐ Consent form - Forms tend to go through a lot of modifications; make sure you have the most recent version. This will be specific to the IRB protocol you are using.
 - ☐ Global Unique Identifier (GUID) consent form - All studies that are funded by the NIH have to be shared with the NIH (check with your PI about the status of your study).
- ☐ Email your participant with scan preparation instructions and ask them to confirm their appointment.

Useful links:

PNI facilities Wiki: https://pni-facilities.princeton.edu/index.php/Getting_Started

Forms: https://npcdocs.princeton.edu/index.php/Online_Forms

Hasson Lab:

/jukebox/hasson/Forms

/jukebox/hasson/Liat/Lab\ Templates\ and\ Info\ Materials/