

Version 7.20.2016 | Yoona Kang

**CN LAB**

**PA2 STUDY PROTOCOL**

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| --- | --- | --- | --- |
| Prescreen &  Scanner Schedule | T1 | T2 | T3 |
|  | **Accelerometer (5 week)** | | |
|  | **Daily Text Messaging (5 weeks)** | | |

**Timeline**

* Prescreen (*~10 min*)
* T1 – lab session (*~2 hours*) 1 week before scan appointment
* T2 – Scan + lab session *4 hours*)
* T3 – lab session (~*1.5 hours*) 4 weeks after scan appointment
* Daily Text – affirmation control (T1-T2; 1 week 7 messages), affirmation + PA (T2-T3; 4 weeks 30 x 2 = 60 messages)
* Accelerometer (T1-T3; 5 weeks)
* T4 – online survey + IPAQ (~30 min) 3 months from T3
* T5 – online survey + IPAQ (~30 min) 6 months from T3

**Payment**

* T1 $30
* T2 $50
* T3 $60
* T3 Bonus $20
  + Texting $10 for more than 80% of the time
  + Accelerometer $10 for wearing accelerometer the whole time
* T4 $15 Amazon gift card
* T5 $15 Amazon gift card

🡪 Max Total $190 ($160 in cash +$30 amazon gift cards)

**PRESCREEN**

1. **PRESCREEN**
2. Participants will send emails to the study email account
3. Reply to the participant’s email by using the canned response email saved in the email account as “prescreening email template”
4. Once they finish the prescreen survey, determine their eligibility (*Liz in charge of training as of 7/20/2016*)
   1. The prescreen survey data are available in your Upenn qualtrics account
      1. upenn.qualtrics.com
      2. 0\_Prescreen > View Reports > Data & Analysis > Export/Import > Export Data > Export Complete Data Set > (CSV) Download
   2. Erase everything before the last person screened (You will have to keep track of the last person you screen)
   3. Remove all the ineligible people
   4. Sort by BMI and ex min
      1. Ex min below 200 🡪 add under “eligible” in the PA2 recruitment log
      2. Ex min 200-300 🡪 add under “CALL TO ASK ABOUT EX MIN (200-300)”
   5. Update the name of the recruitment log with today’s date
5. **CALLING PEOPLE**
   1. Open the pw protected “PA2\_Recruitment\_Log.xlsx”
      1. Click the "ELIGIBLE" Tab. There are two groups of people here (highlighted): Eligible and Call to ask about ex min.
6. Overview
   1. **ELIGIBLE**
      1. Call these people under eligible and double check all their information and exercise minutes.
      2. If they are indeed eligible, schedule T1 and T2 (see below).
   2. **CALL TO ASK ABOUT EX MIN**
      1. Call these people and double check all their information and exercise minutes. MAKE SURE they ONLY indicate the times that they exercised more than 10 minutes at a time (5 min walking + 8 min moderate exercise = ZERO, not 13 minutes.). Only count the times that they do these kinds of exercise AT LEAST for 10 minutes at a time.
      2. ONLY IF they are exercising under 200 minutes, schedule T1 and T2 (see below).

**Please see below for more detailed protocol.**

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"Hello, I am looking for XXX. My name is XX, I am a research assistant calling from University of Pennsylvania. I am calling you about the research study that pays up to $190.

Previously you filled out a screen and we just have some follow-up questions to determine whether you are eligible to participate in our study. Is this a good time to talk for about 5-10 min?

**First of all,** do you live within driving distance of University of Pennsylvania?

**(If they ask about the study:**

This study involves three visits: first will take about 2 hours and you will get paid $30. A week after that, you will come for the second visit that will take about 4 hours (1.5hr scanning) with $50 payment. And the last visit will happen 4 weeks after that. It will take about 2 hours and you will get $60. Additionally, if you wear accelerometers for 5 weeks and respond to text messages you will get $20 bonus. There are also two optional follow up surveys you can do at home for $15 amazon gift cards each. Altogether, you will be paid up to $160 plus $30 amazon gift cards.)

**Verify eligibility**

Now let me make sure we have your correct information here. I will read this off so if there is anything incorrect, please interrupt me.

Go over all the prescreening info:

**Your name is XXX. Is this your actual name and not a nickname?**

Your age is X, height is X, weight is X, you are right handed, you speak English with equivalent fluency to a first language, you are not claustrophobic (we ask this because fMRI machine can be a bit narrow and crammed. Have you been MRIed before?), you do not have any metal on your body, no psychiatric disorder, stroke, coronary disease, you are not taking any medications (If yes, ask and write down what medicine for what condition), PTSD, and you are not pregnant.

Is this all correct?

**1) for people under ELIGIBLE**

Earlier you indicated that you exercise and walk about XXX minutes/week. Does this sound about right?

If they say this is confusing or incorrect, ask more as below 2). Then go to 3).

**2) for people under call for ex min**

"Now I am going to ask you about how often you generally exercise.

In general, do you do any vigorous exercise in which your heart beats faster and you are out of breath, like you can't talk to others? Please let me know only the times that are more than 10 minutes at a time."

(Record weekly vigorous minutes)

"What about moderate exercise where you have your heart beat elevated but you can still talk? Please let me know only the times that are more than 10 minutes at a time."

(Record weekly moderate minutes)

"What about walking? How often do you walk more than 10 minutes at a time?"

(record walking minutes)

Make sure they ONLY indicate times that they exercise more than 10 minutes at a time.

**3)**

**If ex min is over 200,**

"Thank you! I now have all the information I need and will contact you if you are eligible."

And send ineligibility email.

**If their ex min is under 200, and they are eligible,**

Great,

It seems like you are a great fit for this study. Now I would like to schedule your visits.

**4) Assign a new ID**

In the recruitment log, move the subject info from under “eligible” to under scheduled participants. This will give you the ID. Then copy and paste necessary information from “eligible” tab to “master” tab. Double check the ID across these two tabs to make sure they match.

**5) Scheduling**

"Now I can go ahead and schedule you. I will first schedule the second visit and then first."

OPEN:

1. Google PA schedule calendar
2. Cfn calendar
   1. cfn.upenn.edu/calendar/index.php?
   2. log in with your penn id
   3. Protocol name: 819585HADL
   4. Click SC3T

**First schedule T2 and then T1 (a week before T2).**

1. **Schedule T2**

tell the participant that we will schedule the second visit first because MRI schedules are more difficult to arrange. Find the **4-hour block** that works for the participant.

The 1.5hr scan should be reserved on the cfn calendar. The scan time should be 1 hour after the subject arrives for T2. For example, if the participant is scheduled from 12pm-4pm, the scan time should be reserved from 1pm-2:30pm.

* 1. **Cfn calendar**
     1. Find an open 1.5-hour slot between Mon-Thurs 8am-8pm that works for the participant.
     2. Reserve the time by adding the time information
        1. Start Date: (e.g., 4/23/2016) Time: (e.g., 3pm)
        2. End Date: (e.g., 4:23/2016) Time: (e.g., 4:30pm)
        3. Comment: (e.g., 90 min starting at 3pm, tech needed)
     3. For Mon-Thurs 8pm-10pm and Fri
        1. Email Karthik ([karthikp@mail.med.upenn.edu](mailto:karthikp@mail.med.upenn.edu)) and ask if he is available
        2. If not, ask Liz ([ecooperb@umich.edu)](mailto:ecooperb@umich.edu)) to ask if she can help
  2. **Google PA calendar** 
     1. Mark the T2 time (4 hours) using the subject’s **newly assigned ID** (e.g., T2—PA076).

1. **Schedule T1**
   1. Then schedule T1. T1 and T2 should be ideally 7 days apart, but if this is not possible 5-10 days are also fine. For example, if T2 is scheduled on 3/10, T1 should be ideally on 3/3. **It is better to have more days between T1 and T2 than less.**
   2. You can schedule any time that does not say "yoona unavailable." If you know you will be available that time go ahead and schedule even if it says that I am unavailable.
   3. Mark the google PA calendar with the subject’s **newly assigned ID** (e.g., T1—PA076).
2. T3 will happen 4 weeks after T2 so we can schedule it at T2.

**SEND OUT A CONFIRMATION EMAIL**

From the UPennPA2 account, send out the T1 confirmation email with the correct date & time info using the canned response “T1 confirmation-Richards”

**When done, send the modified Recruitment Log to Yoona and Liz via email.**

1. T1 reminder email/text (1 day before T1)
2. Send out the canned email “T1 Reminder.”
   1. Double check and fill in all the study information, including on the subject line.
3. Text
   1. “Hi XXX, this is to remind you that you are scheduled to visit our laboratory tomorrow for a upenn paid study (main entrance of 3700 Hamilton walk). It will be at XXpm. Please call this number once you arrive. Please reply to confirm. Thanks!”
4. Cancelling scans
   1. Drop from CfN calendar
   2. If schedules are changed/cancelled within the 3 days before the original schedule (including no-shows), email the tech and notify:
      1. Tanya: [tanya.Kurtz@uphs.upenn.edu](mailto:tanya.Kurtz@uphs.upenn.edu)
      2. Karthik: [karthikp@mail.med.upenn.edu](mailto:karthikp@mail.med.upenn.edu)
      3. Anna: [anna.borkon@uphs.upenn.edu](mailto:anna.borkon@uphs.upenn.edu)
   3. Mark google calendar “CANCELLED”

**RESERVE A TESTING ROOM AT RICHARDS**

: See Liz’ protocol “How to Reserve Study Space at 5 Richards.docx”

**T1 VISIT**

1. **T1 VISIT** (2-2.5 hrs)
2. Subject money should be ready by Yoona in advance
3. Preparation
4. Arrive 15 minutes before the appointment at Richards 5th floor.
   1. Check the google calendar for the testing room info
   2. Get the testing room and Richard5 cabinet keys from the key cabinet
5. Need the following material from Richard5 cabinet
   1. In the subject folder:
      1. Checklist T1 should be stapled on the folder
         1. Fill out T1 Checklist basic info
      2. Two consent forms
      3. Accelerometer Rental Form
      4. 2 receipt forms (C-2, Petty Cash)
      5. MRI consent & screening form
         1. No need to fill out
            * Patient number
            * Social security number
            * Reason for MRI
            * Referring physician
            * Body part
   2. Black Dell
   3. Master Protocol binder
   4. Two accelerometer (one as a backup) and the USB dongle
   5. Watch/phone
6. In the testing room, get computers ready
   1. Your computer (Black Dell)
      1. Open FortiClient
      2. Click the accelerometer server (pa2acc)
      3. Have the PA2 Testing Log open, T1 tab
      4. Fill out the basic info
   2. Get accelerometer ready
      1. Plug in the accelerometers into the dongle. Plug in the dongle to the Black Dell
      2. Make sure the accelerometer blinks red or green light
      3. On desktop, log into FortiClient
      4. Click My computer and pa2acc drive. Log in.
      5. Open the GeneActiv icon
         1. Make sure the Battery Status is at least 90% (ideally 100%)
         2. Click “Config. Setup”
         3. Measurement Frequency = 20.00
         4. Recording Start Mode = ON Button Press
         5. Subject Code =PA###
         6. Body Location =left wrist
         7. Device = click the device code
      6. Click “Erase & Configure”
      7. Make sure the Memory Used is 0%
      8. On the accelerometer rental form
         1. Write down the serial number of the accelerometer you will give out to the participant, and fill in with your initials
   3. **If GeneActiv doesn’t respond, turn off and on the program. If this doesn’t fix, turn off and on the laptop**
   4. The participant’s computer (Desktop in the testing room)
      1. On the Desktop, open Chrome
         1. Study webpage
         2. Enter ID (PA###)
7. **Throughout the data collection, continuously check the T1 checklist**
8. Introductions & consent (*10 min*)
9. Meet the participant at the main entrance

“Hello, thank you for coming. My name is XX, I will be walking you through the study today.”

1. Escort the participant to the testing room. Have them sit in front of the computer.

“First I will walk you through the consent form. There are two copies. One is for you to keep.”

Walk the participant through the consent. Make sure to cover the following topics:

**Timeline**

* + T1
    - Lab session today (*2.5 hours*)
    - $30

“Also today, we will be asking you to walk up and down the stairs for about 3 minutes. Is this something you would feel comfortable doing?”

* + T2
    - Scan + lab session (*3.5-4 hours*)
    - $50

“It is important that you will be on time for this visit. This is the hospital schedule and we have no control over it. Please try to arrive about 10 minutes before the appointment time, if you can.

Also expect that there might be some time you will be waiting before the scan begins.”

* + T3
    - lab session (*2 hours*)
    - weeks after scan appointment, will schedule at T2
    - $60
  + Daily Text – 1/day (T1-T2; 1 week), 2/day (T2-T3; 4 weeks)
    - $10 bonus if done more than 80% of the time

“It takes only a few seconds to respond to each text message, and the majority people in this study are able to respond more than 80% of the time and get the $10 bonus.”

* + Accelerometer (T1-T3; 5 weeks)

“This study also requires that you wear accelerometer for 5 weeks. Again, most people find it pretty comfortable. You will receive a $10 bonus for wearing it at all times.”

* + Optional for additional payment
    - T4 – online survey (~30 min) 3 months from T3
    - T5 – online survey (~30 min) 6 months from T3

“If you agree, during your last visit, we would like to collect your saliva samples for DNA test a month later. This is optional and it is totally up to you to decide whether you want to do this or not. If you agree, we will ask you to spit into a plastic cup. It’ll be just about this much (indicate the first one and a half digits of index finger). If you agree to do this, please also initial this section.”

Show them the optional Saliva Collection section.

“Do you have any questions?”

“Great! Now, if you agree to be in the study, please sign this consent form.”

(Show them the last page signature sections.)

1. Consent
   1. Check if they agreed the “Optional Saliva DNA Collection”
   2. Make sure they signed the last page
   3. Give them a copy
2. MRI consent & screening form (2 pages)
   1. Make sure the **T2** date is filled in, first and last page.
3. Accelerometer Rental Form

**Press accelerometer** until it blinks a green light. Hand it to the participant and ask them to wear the accelerometer on their left wrist.

“We ask that you wear this accelerometer for up to 5 weeks from now. It is waterproof, so you can wear it in shower or when you swim. If you want, you can loosen it or tighten it, but try to wear it at all times. Please sign this form that says you agree to return it 5 weeks later.”

1. IPAQ interview (~*10 min*)
2. Click the IPAQ interview on the PA2 Study webpage
   1. Session 1: Surveys > IPAQ
3. People tend to overestimate here. Keep reminding that this only includes times that are more than 10 min without interruption, and also times when their heartbeat is elevated than usual.
4. BMI (*3 min*)

“OK now, we will calibrate your accelerometer. We will start with measuring your height.”

1. BMI
2. Ask them to take off shoes and jackets
3. Measure height using the measurement tape & the clipboard on the wall near the entrance
4. Ask them to stand at the entrance with their head against the side of the entrance (facing 90 degrees away from you), while you stay inside of the room reading the tape measure.
5. Write it down, and ask if this height sounds about right.
6. Weight
7. Accelerometer baseline (*15 min*)

“Now we are going to calibrate your accelerometer. We will head out to the corridor and walk up and down the hallway and stairways.”

* 1. Bring:

1. Checklist & a pen
2. Your phone to use as a timer & time stamp
3. This master protocol binder if you need
4. When you press the accelerometer to make it blink and timestamp, make sure you don’t over do it- it may break.
5. Walking (COUNT THE STEPS)
6. Prop the testing room open with a doorstopper

“Here we will be walking around this area for 3 minutes. When I say ‘go’, start walking on your normal speed, and when I say ‘stop,’ stop walking and stay where you are. Please walk naturally at the speed and pace you would normally walk.”

1. Press the accelerometer until it blinks green and ask the participant to start walking.
2. Write down the start and finish times (+3 min) using your watch
3. **Count the participant’s steps for 1 minute.** You don’ t have to start from the 0 second. Just start at any point and count for 1 minute. Multiply that by 3 (to get a general number of 3-min steps) and write down the number.
4. When 3 minutes are up, tell the ppt to stop.
5. Press the accelerometer until it blinks green
6. Climbing up and down the steps
   * 1. Escort the participant to the stairway
     2. Indicate the area that the participant will be walking (two flights of stairs)
     3. Stay on the middle flight of stairs to get a view of the participants walking up and down
     4. Instruct them on the direction of walking up and down stairs

“When I say, “go”, please climb up and down the stairs for 3 minutes at your own speed. You don’t have to rush- just walk up and down at the pace you feel comfortable.”

1. Press the accelerometer until it blinks green and ask the participant to start walking.
2. Write down the start and finish times (+3 min).
3. When they finish, press the accelerometer until it blinks.

“Great! Thank you. Now we can go back to the testing room.”

1. Sitting
   * 1. Guide the participant to sit in front of the monitor. *Make sure the participant is sitting.*
     2. Press the accelerometer until it blinks green.
     3. Write down the start time.
     4. Move onto the T1 survey without waiting.
2. T1 survey (~*60 min*)

“Here you will finish 3 surveys.

Click Survey 1

“Please respond with your honest answers, and try to go with your first choice. You may choose to skip any questions you feel uncomfortable answering.”

Also, just to make sure, when you see the word “sedentary,” that means it is sitting with not much exercise. If there are any parts you do you understand, please feel free to let me know.

“This will take about 40 -60 minutes. Let me know if you have any questions, and when you are done with it.”

When they finish Survey 1 and begin Survey 2, **explain how to answer the value ranking question** by clicking and moving items around.

(If they did not understand the meaning of “Spirituality,” explain:

“Spirituality means connecting with something larger than yourself and this world, it could be God, soul, or spirits. Example activities you may do to connect with spirituality are praying or meditation to connect with higher power and meanings.”)

* 1. Stay on the other side/outside of the testing room, whichever you feel comfortable.
  2. As they fill out the surveys, monitor and check if the participant finished all the surveys at Qualtrics website.
     1. **Make sure they completed the value ranking question (T1\_survey2, first question)**
  3. When participants informed that they have finished all the surveys, make sure all 3 surveys were highlighted and completed on the qualtrics website.
  4. Write down the sitting finish time.
  5. Press the accelerometer until it blinks green.

1. IAT (*~15 min*)
2. Click “Session 1: IATs”
3. Click full screen

“This is a categorizing task. Your job is to take the item in the center, and categorize that into either left or right category by pressing the left or right button. Please go ahead and read the instruction.”

Wait till the participant finishes reading the first two instruction pages.

“Do you have any questions about this? We can also start and I will give you pointers so you get a sense of what to do.”

Make sure participants have their index fingers on E and I. Give pointers for the first three blocks. For the third block, see if they get it and interrupt only if they don’t seem to have understood.

“Sometimes you will see the same word over and over again. Just keep pressing the right answer.”

Stay with them till the beginning of the 3rd block when they get two categories and it gets a bit more complicated. Give them pointers.

“Here the item is color-coded, so if the word in the center is green, only look at the green categories. And if it is black, black categories.”

After they are done with the third block, tell them

“Now watch out, because these categories will switch sides in later blocks. You can now go ahead. Just do your best.”

Make sure the participant finishes both IAT 1 & 2.

1. Text message (*7 min*)

“Starting from tomorrow, you will receive one text message per day for the next 5 weeks. We ask that you respond to these messages everyday. You will get paid $10 bonus if you reply more than 80% of the time.

“What will be a good time in the morning for you to receive and respond to a text message?”

Write down the preferred daily texting time. Make sure it is no later than 11am.

“I will send you an example message right now so you get a better sense of what it will be like. What time in the morning is good for you to receive a text and respond?”

Write down the preferred daily texting time, cellphone number to receive texts, and a back up number (only if the ppt seems unreliable).

**If ppt is using AT&T, set up a google voice account**

1. If ppt does not have a gmail account, set up a new one
2. Set up google voice
   1. Search for google voice
   2. Enter in gmail account ID and password
   3. Click “I accept Google Voice Terms…”
   4. Click “I want a new number”
   5. Enter the ppt’s phone number
   6. Phone type (mobile)
   7. Call me now
   8. When the phone rings, enter in the verification code
   9. Create a new number (whatever number is fine)
   10. Once created, write down the number
   11. Email and send it to Lynda/Liz to be added in the recruitment log
3. Set up a forwarding function
   1. Click Macintosh HD:Users:yoonakang:Dropbox:Screenshots:Screenshot 2015-04-08 17.55.43.png
   2. Settings
   3. Voicemail & Text
   4. Text Forwarding
      1. Click “Forward text messages to my phone
      2. Test to see if the forwarding function is working (see below)
   5. For some reason in some cases this option is not available. Then do one of the following:
      1. Smartphone
         1. Ask them to download a google voice app
         2. Use the google one, not other company’s
         3. Test to see if they receive texts to the google voice app
      2. Not smart phone
         1. Have the google voice texts forwarded to their email address
         2. If they use gmail address, it should already be set up
         3. If they don’t use gmail, do the following
            1. Gmail settings > Forwarding > add forwarding address (the ppt’s current email address)
            2. Make sure to enable forwarding.
   6. Test to make sure texts are being forwarded
   7. At the end of T3, ask if they would like us to uninstall and uninstall if needed.

**If ppt is using anything else other than AT&T, don’t worry about it and move on to next…**

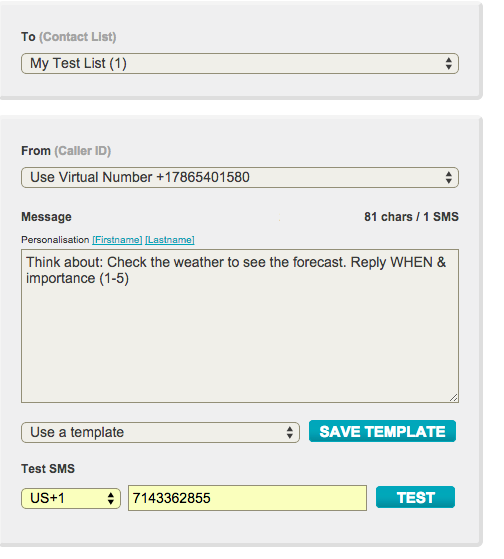
* 1. <https://usa.transmitsms.com/login>
  2. Click "Send a SMS" (photo below)

Macintosh HD:Users:yoonakang:Desktop:Screen Shot 2014-10-01 at 1.37.18 PM.png

* 1. If this doesn’t work, click “quick SMS”

Macintosh HD:Users:yoonakang:Desktop:Screen Shot 2014-11-13 at 1.20.49 PM.png

* 1. Fill in the information below and click "TEST"
     1. Message (also available in the UpennPA2 gmail inbox)
        1. Think about: Check the weather to see the forecast. Reply WHEN & importance (1-5)
     2. Test SMS
        1. Ppt’s phone number (google voice number in case ppt is using it)
        2. Example below:



Make sure the participant received the message.

“Here for example, it says ‘XXXXXXX.’ Your job is then to think about the next time in the future when you may do this. Really visualize and think about the specific details of this situation. When do you think you will do this activity in the future?

If this is something that you almost never do, you can just say “never” or “I don’t know.”

“Good, then next, please rate how important is this from 1 not important to 5 very important. How important is it for you to XXXXX?”

“OK then, you will reply by typing [e.g., this weekend, 3]. Does this make sense?”

Ask them to respond by replying to the message.

Check the log by clicking Log to make sure the message was received.

1. HeatMap (Self/Value Heat Maps; 140 traits; *25 min*).
   1. Click ‘HeatMap’ on the study webpage.
   2. Walk through the instructions below together with the participant. Use the screen to point to the elements you are talking about whenever there are visual aids in the instructions.

“In this survey, we're going to ask you to think about 140 personality traits or characteristics. We'll ask you to make two separate judgments about each word.”

“First, decide whether the characteristic is generally good or bad in people.

Second, decide whether or not it describes you.”

“You'll make both ratings on a square grid like this one (point to the grid on the screen)where the top represents good and the bottom bad; the right represents things that are like you, and the left things that are not like you. (point to the grid and demonstrate axes while explaining)

Traits that are very good would belong at the top, while those that are sort of good would be more towards the middle; in the same way, traits that describe you very wellbelong all the way to the right, and those that describe you less well belong more towards the middle.

For each word, you'll click on the spot **INSIDE** the grey square that fits where you want to put that word on the scale of good to bad, and me to not me.”

“Let's go through a couple of examples.”

Proceed to next screen.

“In this first example, the cursor is very close to the bottom, meaning that it's generally a bad trait. It is also all the way to the right, meaning it's very much like you. In the second example, the cursor is in the middle of the top-to-bottom scale, meaning that it's neither good nor bad. The cursor is partway to the left, meaning rather not like you.”

“Some traits might be more familiar to you than others. If you don't know the word and really don't have a sense for what it means, we want you to do two things:

First, use the good/bad and me/not me scales to rate the word just like any other, using your best guess regarding of what it’s meaning might be.”

(If participant wants further explanation for this, you can elaborate by saying: “Even if you don’t exactly know what a word means, you might have a gut feeling about whether it’s something good or bad or whether it sounds like something that describes you or not.”)

“Second: In addition to rating the word, it is very important for this research study, that you ALSO let us know whenever you don’t know what a word means. There will be a little box underneath each of the grey squares saying “I don't know what [WORD] means." Please go ahead and check this box after rating the word whenever you don’t know what it means.”

“Do you have any questions?”

Wait for questions. Ask again in case they look unsure. (E.g. “Were the instructions clear enough?” or “Do you know how to use the grid?”)

“Here are a few traits for you to practice.”

Let participant go through the practice and give pointers if necessary. Make sure they click inside of the grey square. There is a fake word in the practice set (NOODILE). Make sure that participants click the ‘don’t know’ box for this word.

“Did you notice the word NOODILE? We included this made up word in the practice to give you a chance to try the ‘don’t know option.’”

Give feedback about whether they behaved right by clicking the don’t know button or not. If not, quickly go over the explanation of how this works again.

“Before you start the full task, let me explain one of the most important things you should be aware of. Please read the information on this page very carefully, it is crucial for this study.”

Wait until participant is done reading.

“Just to reiterate that one last time: We know that everyone wishes they had only good traits, and no bad ones, but everyone is a mix. Most people end up with an even spread of traits across the whole grid.”

Point towards all four quadrants of the grey square.

“Any questions?”

Wait for questions. Ask again in case they look unsure. (E.g. “Were the instructions clear enough?” or “Do you know how to use the grid?”)

When they are finished,

“OK GREAT! You are now all done! We will now double check your next visit and proceed to payment.”

1. Double check Schedule for T2 (*5min*)
2. Check Google Calendar to double check
3. Make sure to tell them that we are meeting at a different location (main entrance of HUP).

“For the second visit, we will meet at a DIFFERENT LOCATION. It is the university hospital building that is about 5-minute walk from this building. I will send you the direction email.

Please come in comfortable clothes, as you will be lying down in an fMRI machine for about an hour. (Women only: Please wear a bra without underwire. Sport bras are the best.) (If applicable: Please wear contacts instead of glasses.)

The total appointment will take about 4 hours all together. You will be paid $50 for your second visit.”

“Please keep wearing the accelerometer and make sure to bring it back for the next visit. Our participants in the past have found it easiest to just put in on and leave it on until the next visit. You can shower and do anything you’d normally do in it. Do you have any questions? ”

1. Payment (*3 min*)
   1. Pay the participant ($30) and have them fill out 3 receipt forms
   2. See the template receipts in the Master Protocol binder for a reference
2. Escort participant to door
   1. Thank them for coming and participating
3. Fill in the Value condition in the Google Log and T2 Checklist.
   1. If the ppt’s condition is 3 in Google Log, no need to do anything.
   2. If the ppt’s condition is 1 or 2, do the following
      1. Go to Upenn.qualtrics.com
      2. Click T1\_Survey2
      3. Click Results
      4. Click Responses
      5. Choose and click the correct ppt (see the dates)
      6. Check the first question (“Please order the following values…”)
      7. Value numbers
         1. Compassion and kindness
         2. Family and friends
         3. Spirituality
         4. Power and status
         5. Wealth
         6. Fame
      8. From the T2 Google Testing log,
         1. If the ppt’s condition is 1, enter in the top value number
         2. If the ppt’s condition is 2, enter in the bottom value number
   3. In the subject folder, staple T2 Checklist on top of the T1 Checklist.
   4. From Google Testing Log T2 fill in (double check!):
      1. Condition
      2. Value Condition
      3. Form number
      4. Phone number
   5. Fill in the Patient Number and History Number in the HUP6 MRI consent and Radiology Script (both are seen in the “Record Number” column in T2 Google Testing Log). Keep them in the subject folder.
   6. Put away the subject folder in the Richard5 cabinet (T1 done)
   7. Keep the signed consent form and accelerometer rental forms in the “Consent/Accelerometer Forms” binder in an alphabetical order by last names.
   8. Keep the receipt forms in the subject folder
4. **Set up the Text Messaging** 
   1. Using the “text” canned response, include the following information:
5. ID
6. Cellphone/google voice number
7. Time to receive text
8. Value condition (Get this from a step above, also check T2 Google log; N/A is 7)
9. T1 text starts XX/XX (1 day after T1 visit)
10. T2 text starts XX/XX (1 day after T2 visit)
11. Wrap up
12. Send the T2 schedule confirmation email using the canned email (‘T2 Confirmation’)
13. Fill out the Testing Log with the information from T1 Checklist
    1. Fill out the general comment in detail
    2. No cell should be left empty except the colored columns that exist to visually divide the spreadsheet. If there is no information for a particular cell, type “NONE”
14. Send a brief email to Yoona to let them know how things went.
15. Clean up. Lock the Richard5 cabinet. Leave the keys in the key cabinet.
16. Make sure to close the door all the way when you leave.
17. Yoona
    1. Text messaging setup
    2. Data backup
    3. Bring the receipts to Ellen
    4. T2 reminder email and a phone call (1 day before T2)

**T2 VISIT**

**T2 VISIT**

1. Subject money should be ready by Yoona in advance
2. Preparation
3. Arrive 15 minutes before the appointment at Richards.
   1. Bring the following materials with you.
   2. In the subject folder:
      1. Checklist T2 should be stapled on the folder
         1. Fill out T2 Checklist basic info
         2. Make sure the following information is already filled out. If not, check Google Testing Log T2
            1. Condition
            2. Value condition (only for condition 1 and 2)
            3. Form number
      2. PostScan survey (1 page with 3 questions)
         1. Check the form number and choose the correct version.
      3. IPAQ paper version
      4. 2 receipt forms (C-2, Petty Cash)
      5. MRI consent & Screening form
         1. filled out by the participant at T1
         2. double check today’s date on the first and last page
   3. Master Protocol binder
   4. An extra accelerometer, accelerometer USB dongle
   5. Mac Laptop, charger **(Turn off and Turn on)**
   6. Black Dell (for accelerometer), charger
4. Walk over to SC3T/HUP. Meet the ppt near the main entrance/lobby.
5. If you waited for long and are sure that the participant will not show up,
6. Call Yoona to let her know
7. If we decide to cancel the scan, go to the MRI tech and let them know. Importantly, drop the slot from the cfn calendar.
8. Head to the basement testing room with the ppt
9. Accelerometer
   1. Take out your laptop to start charging accelerometer.

“Can you hand me your accelerometer so I can charge it?”

1. Press it and write down the time for T1 finish.
2. Plug it in the Black Dell to start charging. Keep charging till we leave HUP6.
3. IPAQ (~*13 min*)
4. Online, if no wifi use the paper version.

“Now we will do some practice for the tasks you will be doing in the scanner.”

1. Scanner task practice (~*30 min*)

“Have you done MRI before?

In the scanner, there are two different types of scanning. One is that you will be doing computer tasks (1hr), and the other is that you will be just viewing images and not do anything (30min).

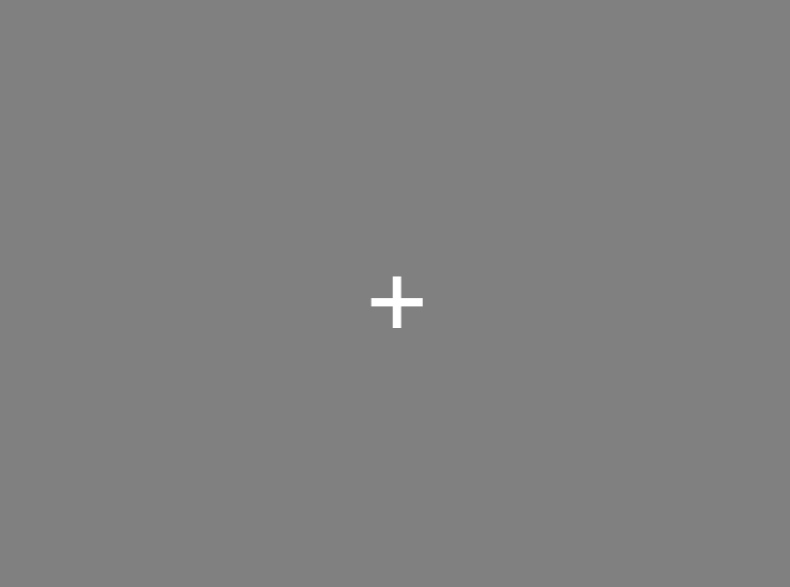
When you are doing tasks, we have pretty good noise cancellation, but when you are just lying down it will be louder.

When you see images, you don’t have to do anything. For example, when you go into the scanner right away you will be just viewing images for 5 min, and also right after the first task. Again, no need to do anything when you see these images.

I will talk to you every 7-8min or so to make sure you are alright. So you won’t be left alone more than 7-8 min throughout the whole scan.

You will be doing five computer tasks. Before we get in the scanner, we will do some practice task to make sure you understand the tasks and will have no problem doing them in the scanner.”

“Throughout the scan, when you see a cross on the screen like this- sometimes it will be 2 sec, other times 12sec, you don’t have to do anything.



“ Very importantly, try your best to NOT move your head as much as possible. I will be monitoring your movements and give you feedback”

For each task, the demo .py files are labeled as “DEMO” and are located within each corresponding task folder within Desktop/PA2\_SCAN\_TASKS

See the next pages for instructions.

1. **Job Task (Self/Other Evaluation Localizer)**

“The first task that you'll do in the scanner today is what we call the "Jobs Task". We'll go through a practice of this task now so that you can try it before you get into the scanner.”

Let them go through the tutorial until they read the YOUR TASK slide. Interrupt them to emphasize what exactly the task is.

“So the question you are asking yourself each time is, for example, "is a nurse usually pretty".”

If the participant is unsure what to do, e.g. when s/he points out that some nurses might be pretty others aren’t, reiterate that the answer should be their first gut response and that they should think about what is true most often. It does not have to be politically correct.

Let participant proceed reading until the slide that says “You have 4 seconds (…)” Interrupt them to emphasize this point.

“You have 4 seconds to make each yes-no decision. If you don't decide in time, the task will move on to the next question - it won't wait for you to answer.”

Let participant proceed reading perform the first example trials.

“Do you have any questions? Remember it's 1 and 2 for yes and no.”

Answer any questions. Afterwards let participants go through the rest of the practice. Observe whether participant is using the right buttons - if not emphasize again mid-practice.

“Do you have any questions? If not, press the spacebar to finish the practice.”

Interrupt participants on the slide that shows the button pad.

Demonstrate while explaining.

“Great! In the scanner, instead of a keyboard, you'll have a button pad that looks like this. You'll use the far left two keys for yes and no. For most people it is easiest to hold the pad in one hand and use their index finger for yes and their middle finger for no.”

1. **People Should Task (Counter-Arguing Localizer)**

“The next task is called “People Should” task. You will see statements that say “people should…” Here you will do THREE different things.”

“When you see the word “AGREE”, you will see three “people should” statements. Your job is to respond to tell us if you agree or disagree with the statement. Index finger =yes and middle finger=no. Here is an example.”

(Example AGREE condition)

“For this condition only, there will be three statements in a row.”

“When you see the word “IN FAVOR”, your job is to think of reasons that support the statement. Each time you think of a new reason to support this statement, you will press down the button with your index finger.”

(Example IN FAVOR condition)

Make sure they press each time they come up with the reason.

“When you see the word “AGAINST”, your job is to think of reasons to NOT support the statement. Each time you think of a new reason to NOT support this statement, you will press down the button with your index finger.”

(Example AGAINST condition)

Make sure they press each time they come up with the reason.

“Do you have any questions? If this is confusing I am happy to explain again.”

1. **Future Task (Self-Affirmation Task)**

Check the participant’s condition (1, 2, or 3) on the Checklist 2

**🡪 Condition 1 & 2 = Future Task**

**🡪 Condition 3 = Wishes Task**

Check the participant’s value condition on the Checklist 2. Values and Value Phrases are as below:

|  |  |  |
| --- | --- | --- |
| **Value Cond.** | **VALUE** | **VALUE PHRASE** |
| 1 | Compassion and Kindness | Becoming compassionate and kind to others |
| 2 | Family and Friends | Having good relationships with family and friends |
| 3 | Spirituality | Developing spiritual connection to the world |
| 4 | Power and Status | Gaining power and social status |
| 5 | Wealth | Making money and possessing wealth |
| 6 | Fame | Becoming famous and popular |

See the next pages for Condition 1, 2, or 3 instructions.

**Future Task: CONDITION 1 (affirmation)**

“The next task is called “Future Task.” In this task you will think about either [VALUE] or everyday activities. Earlier, you said this is an important value for you. Correct?”

(If they say no, have them rank the value in the order of importance again. Use the top value and start again.)

“Now, think of an example activity you can do in the future because [VALUE] is important for you.”

Make sure they think of these activities before moving on.

“Now can you tell me why this is about [VALUE PHRASE]?”

Make sure they respond.

“Great, now remember what you just did because you will be doing this kind of activity in the scanner.”

(Show them the demo slides as you explain)

“In this task, first you will see a phrase that describes either [VALUE] or an everyday activity.”

practice screen 1 (VALUE)

“When you see “[VALUE]”, you will then see an activity that is about this value.”

practice screen 2 (VALUE ACTIVITY)

“When you see this, first, think of situations in the future when you might do this activity. Try and REALLY visualize yourself in this experience and think of specific details. And think about how this is about [VALUE].”

“Can you tell me the situation in the future you may [####]? Can you also tell me why this may be important and meaningful to you?”

Make sure they explained the situation and why.

practice screen 3 (RATING)

“Great, next it will ask you to indicate how important it is for you to do this activity. Please respond by using your button box. Can you tell me how important it is on the scale of 1-4?”

When they indicate the importance,

“OK, then please go ahead and press the button ##. Does this make sense so far? Any questions?”

practice screen 4 (DAILY ACTIVITY)

“Sometimes you will see “Daily Activity.” “

practice screen 5 (CONTROL ACTIVITY )

“Then you will see an example activity that people do in daily life. Here think of situations in the future when you might do this activity. Again, really visualize and think about specific details.”

practice screen 6 (RATING)

Make sure they explained the situation and how important.

“Next, using the button box, please indicate how important this activity is to you. (1=not very important – 4=very important)”

“Also in this task, the fixation screen may be sometimes longer. If you see a long fixation screen, simply relax and rest for about 10 seconds.”

**Future Task: CONDITION 2**

“The next task is called “Future Task.” In this task you will think about either [VALUE] or everyday activities. Earlier, you said this is NOT an important value for you. Correct?”

(If they say no, have them rank the value in the order of importance again. Use the top value and start again.)

“Now, think of an example activity you can do in the future that is about [VALUE] even though this may not be important to you.”

Make sure they think of these activities before moving on.

“Now can you tell me why this is about [VALUE PHRASE]?

Make sure they respond.

“Great, now remember what you just did because you will be doing this kind of activity in the scanner.”

(Show them the demo slides as you explain)

“In this task, first you will see a phrase that describes either [VALUE] or an everyday activity.”

practice screen 1 (VALUE)

“When you see “[VALUE]”, you will then see an activity that is about this value.”

practice screen 2 (VALUE ACTIVITY)

“When you see this, first, think of situations in the future when you might do this activity EVEN THOUGH this may not be important to you. Try and REALLY visualize yourself in this experience and think of specific details.”

“Can you tell me the situation in the future you may [####] even though this may not be important to you?”

Make sure they explained the situation and why.

practice screen 3 (RATING)

“Great, next it will ask you to indicate how important it is for you to do this activity. Please respond by using your button box. Can you tell me how important it is on the scale of 1-4?”

When they indicate the importance,

“OK, then please go ahead and press the button ##. Does this make sense so far? Any questions?”

practice screen 4 (DAILY ACTIVITY)

“Sometimes you will see “Daily Activity.” “

practice screen 5 (CONTROL ACTIVITY )

“Then you will see an example activity that people do in daily life. Here think of situations in the future when you might do this activity. Again, really visualize and think about specific details.”

Make sure they explained the situation and how important.

practice screen 6 (RATING)

“Next, using the button box, please indicate how important this activity is to you. (1=not very important – 4=very important)”

“Also in this task, the fixation screen may be sometimes longer. If you see a long fixation screen, simply relax and rest for about 10 seconds.”

**Future Task: CONDITION 3 (Wishes task)**

“The next task is called “Wishes Task.” In this task you will think about either people or everyday activities.

In your visit last week in one of the surveys, you indicated people that are close to you, people that you know of but not too well, and everyone in the world. Correct?”

“Now, think of these people that are 1) close to you, 2) someone you don’t know that well, and 3) everyone in the world. For someone you don’t know that well, just think of people who you know of, but not too well. You don’t have to know their names. Make sure though these are not people that you hate.”

Make sure they think of these people by asking them before moving on.

“Can you tell me who they are?”

Make sure they respond.

“Great, now remember these people because you will be thinking of these people in the scanner.”

(Show them the demo slides as you explain)

“In this task, first you will see a phrase that describes either a wish for a person or for an activity.”

practice screen 1 (WISH PHRASE)

“When you see a wish phrase, silently repeat the phrase in your mind.”

practice screen 2 (TARGET PERSON)

“You will then see the person to whom you will direct these wishes. Your task is to think of situations in the future when this wish might be fulfilled. Try and REALLY visualize the person in this experience and think of specific details. Keep repeating the wish phrase in your mind as you do this.”

“Can you tell me the situation in the future when [PERSON] may be [####]?

Make sure they explained the situation.

practice screen 3 (RATING)

“Great, next you will be asked to indicate how important it is for you to have this wish fulfilled.

To be clear, we are not asking whether these people are important to you. We are asking whether these wishes being fulfilled is important to you. Please respond by using your button box. Can you tell me how important it is on the scale of 1-4?”

When they indicate the importance,

“OK, then please go ahead and press the button ##. Does this make sense so far? Any questions?”

practice screen 4 (CONTROL WISH PHRASE)

“Sometimes you will see a wish phrase for an activity. When you see a wish phrase, repeat the phrase in your mind and be ready to express this wish next.”

practice screen 5 (TARGET ACTIVITY)

“Then you will see an example activity that people do in daily life. Your task is to think of a situation in the future when this wish for a daily activity is fulfilled. Try and REALLY visualize this situation and think of specific details. Keep repeating the wish phrase in your mind as you do this.”

“Can you tell me the situation in the future when [ACTIVITY] may [####]?”

Make sure they explained the situation.

practice screen 6 (RATING)

“Next, using the button box, please indicate how important this activity is to you. (1=not very important – 4=very important)”

When they indicate the importance,

“OK, then please go ahead and press the button ##. Does this make sense so far? Any questions?”

“Also in this task, the fixation screen may be sometimes longer. If you see a long fixation screen, simply relax and rest for about 10 seconds.”

1. **Message Task (Health Messages)**

“The last task is called “Message Task. This is the only task with audio, and in the beginning of the task you will get a chance to adjust the volume using the button box.

In this task, you will see a series of messages like this.”

(Message screen)

“Please read them and think of the way in which these messages relate to your life.”

(rating screen)

“Then please select how relevant or not relevant this message is for you using the button box. To be clear, by relevant I mean whether this messages is related to you. We are NOT asking whether the message is important in general. We are asking if the message applies to YOU.”

“Do you have any questions about this task?”

1. **Words Task (Self-Localizer)**

The last task is called the “Words task.”

[Next page]

“Here we will ask you to do three different things with a number of words.”

[Next page]

“First, if you see a screen that says “Me/Not Me…” it means that we want you to think about whether the word on the next page describes you or not.”

[Next page]

“Let’s try an example so you can see what this looks like. To answer, please press 1 for the left answer option, which will be “Me”, and 2 for the right answer option, which will be “Not me”.”

[Next page]

Talk participant through the example. Say:

“Here comes your cue for what we want you to do next.”

[press spacebar] for the first page,

“And here is the word we want you to think about, press 1 or 2.”

Make sure they understand the structure and explain again if they seem confused what to do;

[press spacebar to move through]

“The second one starts whenever you see a screen that says “Good/Bad…”. In these cases, we want you to think about whether the word on the next page generally describes a good thing or a bad thing.”

[Next page]

“Let’s try another example. Again, please press 1 for the left answer option, which will now be “Good”, and 2 for the right answer option, which will be “Bad”.”

[Next page]

This time don’t interrupt while the participant is answering the question. Observe whether they seem to know what they are doing – otherwise explain.

“Finally, you might see a screen that says “Upper/Lower…”. If this is the case, we ask you to decide for the word on the next screen whether it is written all in upper or lower case letters.”

[Next page]

“For this example, again press 1 for the left answer option, which will be “Upper”, and 2 for the right answer option, which will be “Lower”.”

[Next page]

Again, observe and look for uncertainties. Explain if needed.

“Every time you see a cue, that means you will answer 4 questions that way. After those 4, you'll see a different cue for another set of questions, and so on.

Do you have any questions?”

[Next page]

“There is one more thing you need to know about the Words task. Like some of the other tasks you saw before, the Words task will automatically move on from question to question no matter whether you already answered or not. So please make sure you don’t miss a question.”

[Next page]

“For each word, you have 3 seconds to make your decision. When you make your choice, the word you chose will turn red.”

[Next page]

“Ok now let’s try some more examples to give you a better feeling of the timing and the task structure.”

[Next page]

Observe and watch for uncertainties and missed questions. If you notice problems, explain the respective part of the task again.

“In the scanner, you will use the same button pad as for all other tasks. Please always use the far left button (index finger) to choose the answer option that is left on the screen and the next right button (middle finger) to choose the option that is on the right side of the screen.”

1. **In-Scan Survey**

“You will also fill out a brief survey in the scanner. You will be using a button box to do this.”

(button box screen)

“Use your index finger to move to the left, and middle finger to move to the right. Then when you know your answer, press the pinky to submit your answer. Here let’s do some practice to make sure you know how to do this.”

Have them place their right hand on the keypad 1 2 3 4 and ask them to press certain keys for each question. For example,

“Can you give me ‘not at all’? Now, can you choose ‘quite a bit’?”

These are VERY IMPORTANT survey measures. Make sure the participant understood how to use the button box to indicate their answers.

1. If participant has glasses, need to fit with prescription plastic goggles before scan
2. De-metal again and ask the participant to use the bathroom
3. Drop off the MRI consent forms to the MRI technician

**“You will be in the scanner for the next 1.5 hrs. You won’t be able to come out in the middle. Do you want to use the restroom now/again?**

**Also when you are in the scanner, please keep your head as still as possible. Please try not moving your body as much as possible. If you have to adjust, please do it in between tasks when I talk to you over the intercom. But even then please do not move your head.”**

**T2 SCAN**

**Task Orders**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FORM1** |  |  | …….. | **FORM2** |  |  |
| Task | Run | TR (1.5sec) |  | Task | Run | TR (1.5sec) |
| Job | 1 | 248 |  | Job | 1 | 248 |
| 2 | 248 |  | 2 | 248 |
| MPRAGE |  |  |  | MPRAGE |  |  |
| People | 1 | 389 |  | Future | 1 | 294 |
| Future | 1 | 294 |  | 2 | 294 |
| 2 | 294 |  | Message | 1 | 376 |
| Message | 1 | 376 |  | 2 | 344 |
| 2 | 344 |  | T2 (In-Scan Survey) |  |  |
| T2 (In-Scan Survey) |  |  |  | People | 1 | 389 |
| Words | 1 | 308 |  | Words | 1 | 308 |
| TOTAL MIN |  | ~1 hour 10 min |  | TOTAL MIN |  | ~1 hour 10 min |
|  |  |  |  |  |  |  |
| **FORM3** |  |  |  | **FORM4** |  |  |
| Task | Run | TR (1.5sec) |  | Task | Run | TR (1.5sec) |
| Job | 1 | 248 |  | Job | 1 | 248 |
| 2 | 248 |  | 2 | 248 |
| MPRAGE |  |  |  | MPRAGE |  |  |
| People | 1 | 389 |  | Wishes | 1 | 294 |
| Wishes | 1 | 294 |  | 2 | 294 |
| 2 | 294 |  | Message | 1 | 376 |
| Message | 1 | 376 |  | 2 | 344 |
| 2 | 344 |  | T2 (In-Scan Survey) |  |  |
| T2 (In-Scan Survey) |  |  |  | People | 1 | 389 |
| Words | 1 | 308 |  | Words | 1 | 308 |
| TOTAL MIN |  | ~1 hour 10 min |  | TOTAL MIN |  | ~1 hour 10 min |

**SCAN Set up**

1. Log into the PBR system using the MRI tech’s desktop
   1. Login with pennkey
   2. SC3T/HUP6, 819585
2. Set up the participant in the scanner.
   1. Tell the tech that the participants need to wear headphones
   2. For HUP6, noise calibration tends to not work if the headphones are touching the head coil. Ask the tech to place a pillow case so that it is between the headphone and the head coil.
   3. Have the participant hold the button box. Place their fingers on each button (index finger should be on the blue button). Help them press each button (by saying out loud) 1, 2, 3, 4 (from index to pinky) and YES (index) NO (middle).
3. Set up the laptop. Connect (photos below are from HUP6):
   1. Laptop charger
   2. Laptop dongle which connects to screen
   3. USB FORP 932 (this comes out of the button box)
   4. Make sure the Laptop light is on.
   5. Audio input cord comes from the noise cancelling box. Have it ready but don’t plug in yet



4) Make sure the laptop monitor screen is linked with the desktop monitor. (If the laptop monitor is off and you only see the desktop monitor on, that is fine). If not showing, go to display and click arrangement > mirror

5) Turn off all the programs except for psychopy. Have all the task scripts open and ready in the correct order (check the form number).

6) Run the slide show task in psychopy

7) Check the button box setting: 000 (HHSC-1x4 -L HID KEY BYGRT)

8) Set up the noise cancellation box

* 1. have all the four knobs down to zero
  2. (for SC) make sure the blue light on the underneath computer is on
  3. White noise calibration
     1. before starting localizer scans, touch the soundbox to start
     2. press "calibration"
     3. on the right top ANC will become red. press.
  4. start and finish running localizers

“We are now ready to start scanning. **It is very important that you keep your head as still as possible.** For the first few minutes, you will just seem landscape photos. You can just relax and rest. Again, remember to keep your head as still as possible.”

* 1. BOLD calibration
     1. press "learn"
     2. tell the tech to start the BOLD noise calibration
     3. calibration will automatically start and last for about 16 seconds
     4. you will see the blue line tracing red, and once ANC is on the red will go down
  2. Have the knobs reconfigured
     1. Line 1 (my laptop to subject): 11 o'clock
     2. Line 2 (?): 6 o'clock (doesn't matter)
     3. Self Hear (subject to subject): 12 o'clock
     4. Speaker (subject to experimenter): ~4 o'clock (turn it all the way down to not hear any noise)
  3. Have the speaker on to hear what the subject hears. If noise suddenly increases and the screen says "out of range" touch stop and ANC

1. **SCAN (***1.5 hrs*)

**Download ACC data during the scan. (see ‘post scan testing’ below for instruction)**

**PRESS THE SPACEBAR TO SAVE DATA** after each run is complete (unless psychopy automatically exits). If you don’t we have no data.

Throughout scanning, keep monitoring their head movement and give them feedback. Ask the tech to show the head motion and praise them if there’s little motion and encourage them if there’s a lot of motion.

1. Job Task (Self/Other Evaluation Localizer)

“This is the jobs task, where you decide whether or not you think someone in a particular job usually has some personality trait or characteristic. Are you ready?”

1. MPRAGE

“Now for the next 5 minutes or so, just relax and watch the images. Please keep your head very still.”

Start the relaxing image slide show

1. People Should Task (Counter-Arguing Localizer)

“This is the People Should Task, where you do three things.

When you see AGREE, press the button box to indicate whether you agree or disagree.

When you see IN FAVOR, think of reasons to support the statement. Whenever you come up with a new reason, press 1.

When you see AGAINST, think of reasons to NOT support the statement. Whenever you come up with a new reason, press 2.

Also for this one, your button press will not turn the color of your choice. But your responses are being recorded.

Are you ready?”

1. Future Task (Condition 1 & 2) / Wishes Task (Condition 3) (Affirmation/Meditation Task)

**Future Task (Condition 1):**

“This is the Future Task, where you think about [VALUE] or daily activities. When you see an activity about [VALUE], think about when you might do this in the future, and how and why this is important and meaningful to you. When you see a daily activity, simply think about when you might do this in the future. Then press the button box to indicate how important each activity is for you. Are you ready?”

**Future Task (Condition 2):**

Enter in the value condition from Checklist2

“This is the Future Task, where you think about [VALUE] or daily activities. When you see an activity about [VALUE], think about when you might do this in the future EVEN THOUGH this may not be important to you. When you see a daily activity, simply think about when you might do this in the future. Then press the button box to indicate how important each activity is for you. Are you ready?”

**Wishes Task (Condition 3):**

“This is the Wishes Task, where you make wishes for people or daily activities. When you see a wish phrase, silently repeat this phrase in your mind. Then when you see a target person or activity, think about when this wish may come true in the future while keep repeating this wish phrase in your mind. Then press the button box to indicate how important each activity is for you. Are you ready?”

1. Messages Task (Health Messages)
   1. Enable the sound
      1. Plug in the sound cable to the laptop
      2. Knobs
         1. Line1: 11 o’clock
         2. Self-hear: 12 o’clock
         3. Speaker: 10 o’clock to check sound. If working well, it’s fine to turn all the way down.
      3. Start with the volume on the laptop with

three empty cells to the right

“This is the Message Task, where you read various messages. For each message, think about how this may relate to your life. Then indicate how relevant this is to you by pressing the button box. You will also hear the message said out loud. You will have a chance to adjust the volume of the sound. Are you ready?”

**UNPLUG the sound cable when done.**

1. 1-minute B0 map
   1. **Ask the tech to make sure the brain fits within the yellow box.**
   2. Play the relaxing image slide show
2. In-Scan Survey

“Now you will fill out a brief survey using the button box. Press index finger to go left, and middle finger to go right. Then press your pinky to submit your choice.

Also, for this one you may hear louder noise and feel vibration. Please just try to keep your head still. Are you ready?”

1. Words Task

“We are now starting the Words task. Remember in this task you do 3 different things: When you see a screen that says “Me/Not me…” decide whether the word on the next screen describes you or not. When you see a screen that says “Good/Bad…” decide whether the word describes something generally good or bad and when you see a screen that says “Upper/Lower” decide whether the word on the next screen is written all in upper or lower case letters.”

1. PostScan Survey (*5 min*)
2. Escort the participant to the SC testing room

**IMPORTANT: When finished MAKE SURE TO LOG OUT of the PBR system using the tech’s computer to time-stamp!**

**T2**

**POST SCAN TESTING**

1. SC testing room
2. Plug in the accelerometer on your desktop computer.
3. Get computers ready
   1. Set up the participant’s computer first and set up yours later when they are filling out the survey to save time.
4. The participant’s computer
   * 1. On the Desktop, open Chrome, on the bookmark tool bar, click “PA2 Study”
        1. Study webpage
        2. Enter ID (PA###)
5. Your computer
   * 1. Have the PA2 Testing Log open, T2 tab
     2. Fill out the basic info
6. Weight (1 min)
7. Ask them to take off shoes and jackets
8. Place the weight scale on a hard surface.

**(If the ACC broke and subject needs new baseline, do it here)**

1. T2 survey (~*50 min*)

Click Session 2: Surveys

“Here you will finish 3 sets of surveys.”

Click Survey 1

Enter in the value condition (double check). For condition 3, the value condition is 7

“This is a 5 minute writing task. Please go ahead and read the instruction.

Are there any parts that do not make sense?”

Make sure the participant understood.

“Great, now write for 5 minutes. I will let you know when the 5 minute’s up.”

**TIME YOURSELF AND MAKE SURE TO STOP THEM IN 5 MIN.**

“Now you will be filing out a series of surveys. Let me know if you have any questions, and when you are done with it. You will be all done in about an hour or less.”

* 1. Stay on the other side of the testing room not facing the participant.
  2. As they fill out the surveys, monitor and check if the participant finished all the surveys at Qualtrics website.
  3. When participants informed that they have finished all the surveys, make sure all 3 surveys were highlighted and completed.
  4. For survey3, enter in the ppt’s condition information.

1. Back up the accelerometer data while the participant is filling out the survey
2. Plug in the dongle to the USB port, making sure that the accelerometers are plugged into the charger
3. Make sure the accelerometer blinks red or green light
4. On the Black Dell, log into FortiClient
5. Click My computer and pa2acc drive. If prompted to log in:
6. Open the GeneActiv icon
7. Click data extractor
   1. Select the .bin file location to be saved…
      1. Browse and select the accelerometer data folder
         1. Computer/pa2acc/ACC DATA
      2. Double check the file name
         1. E.g., PA001\_left wrist\_016279\_2014\_4\_15
   2. Start extract
   3. Convert the data
      1. Click Data analysis
      2. Click OFF ‘advanced setting'
      3. Click Epoch Converter
      4. Input file
         1. Browse and select the file that was just saved
            1. Computer/pa2acc/ACC DATA/PAXXX\_left wrist […] .bin
      5. Epoch Period= 60 seconds
      6. Output file
         1. Click Browse
            1. Computer/pa2acc/ACC data/1\_PRE
            2. In the File Name box, type in “PA###\_PRE”
            3. Click Save
         2. Convert
         3. This will save the data file as csv.
         4. Click ON ‘advanced setting’
      7. **[IMPORTANT: DO THIS BEFORE RESETTING!]** 
         1. Double check to make sure the data file is saved
            1. Make sure the csv file is saved within Computer/pa2acc/ACC data/1\_PRE
            2. Click the csv file to check the data.
            3. It should be between 800-1000KB. If smaller, use a different accelerometer. If 0KB, need to do a new baseline.
8. Erase the data and configure
   1. Double check to make sure the PRE data is saved with the correct file name.
   2. Click “Config. Setup”
      1. Measurement Frequency = 20.00
      2. Recording Start Mode = ON Button Press
      3. Subject Code 🡪 PA###
      4. Body Location =left wrist
      5. Device = click the device code
         1. Click “Erase & Configure”
   3. Make sure the Memory Used is 0% and the accelerometer is fully charged by the time you return it to the participant.
9. On your computer, enter the PostScan paper survey data packet while the participant is filling out the survey.
   1. Study webpage
   2. Session 2: PostScan Survey
10. If you did the paper version of the IPAQ survey, enter the data while participant is filling out the survey.
11. Study webpage
12. Session 2: IPAQ
13. IAT (~*15 min*)
14. Click “Session 2: IATs”
15. Click full screen

“This is the same task you did last time. This is a categorizing task. Your job is to take the item in the center, and categorize that into either left or right category by pressing the left or right button. Please go ahead and read the instruction.”

Wait till the participant finishes reading the first two instruction pages.

“Do you have any questions about this? We can also start and I will give you pointers so you get a sense of what to do.”

“Please have your index fingers on E and I."

Give pointers for the first block. If they still don’t get it, help with the next one, too.

“Please let me know when you are done with it.”

Make sure the participant finishes both IATs 1 & 2.

1. Text message (*7 min*)

“Starting from tomorrow, you will receive TWO, instead of one text messages per day for the next 4 weeks. I will send you an example message right now so you get a better sense of what it will be like.”

* 1. <https://usa.transmitsms.com/login>
  2. Click "Send a SMS" (photo below)

Macintosh HD:Users:yoonakang:Desktop:Screen Shot 2014-10-01 at 1.37.18 PM.png

**All demo messages are also available in the email account**

***FIRST MESSAGE***

**Condition 1 & 2:**

1. Fill in the information below and click "TEST"
   1. Message
      1. Think about: Check the weather to see the forecast. Reply WHEN & importance (1-5)
   2. Test SMS
      1. Ppt’s phone/google voice number
   3. Click “TEST”
2. Make sure the participant received the message.

“The first message is very similar to what you got throughout the last week. Can you please tell me how you would respond to this message? OK good, please respond with your answers.”

**Condition 3:**

*First message*

1. Fill in the information below and click "TEST"
   1. Message
      1. Think about: Heating up food in microwave -> May it be done often. Reply WHEN & importance (1-5)
   2. Test SMS
      1. Ppt’s phone/google voice number
   3. Click “TEST”
2. Make sure the participant received the message.

“The first message will be a wish phrase paired with the target. Please think of a situation in the future when this wish might be fulfilled. Really visualize and think about the specific details of this situation. When do you think this wish might be fulfilled? Also, please rate how important it is for you that this wish might be fulfilled from 1 to 5”

***SECOND MESSAGE***

1. Fill in the information below and click "TEST"
   1. Message
      1. A messy sleeping environment can give you insomnia. This can make you feel depressed, anxious, and always tired. . Reply: DISAGREE (1) - AGREE (5) & CONFIDENCE (1-5)
   2. Test SMS
      1. Ppt’s phone number
   3. Click “TEST”
2. Make sure the participant received the message.

“Now the second text will be a message. Here, please let us know whether 1) you agree with this message, and 2) how much you feel confident that you can do what this message is recommending.

So first, on the scale of 1-5, how much do you agree? And how confident do you feel that you can do this?”

“OK then, you will reply by typing two numbers [# #]. Does this make sense?”

Make sure they understand and let them respond with their answers.

Ask them to respond by replying to the message.

Check the log by clicking Log to make sure the message was received.

1. Accelerometer
   1. PRESS the accelerometer until it blinks green, and give it to the participant.

“Please wear this on your wrist for the next 4 weeks. Again, try to put it on at all times.”

1. Schedule T3 (*2 min*)
2. Schedule the participant on the date 4 weeks from the T2 testing day (today).
   1. We need at least 30 days of accelerometer data.
3. Mark the schedule on the Google calendar.
4. Payment (*3 min*)
5. Pay the participant ($50) and have them fill out 2 receipt forms
6. See the template receipts in the Master Protocol binder for a reference
7. Escort participant to door
8. Thank them for coming and participating
9. Wrap up
   1. Send the T3 schedule confirmation email using the canned email from the Gmail account (‘T3 Confirmation’)
      * + 1. Fill out the Google Testing Log with the information from T2 Checklist
          2. Fill out the general comment in detail
          3. No cell should be left empty except the colored columns that exist to visually divide the spreadsheet. If there is no information for a particular cell, type “NONE”
   2. Mark the T4 (3 month) & T5 (6 months) dates on:
      * + 1. Google calendar
          2. PA2 Testing Log on the T4 and T5 Tabs
   3. Keep the subject CDs (if you picked up) in the top level of the cabinet.
   4. In the subject folder, staple Checklist T3 on top of the Checklists T2
   5. Put away the subject folder in the Richard5 cabinet (T1 done)
   6. Keep the receipt forms in the subject folder
   7. Shred the HUP consent form
   8. Punch holes and put away the post scan survey and IPAQ paper vers. In the black binder.
   9. Send a brief email to Yoona to let them know how things went.
   10. Clean up. Lock the Richard5 cabinet. Leave the keys in the key cabinet.
10. Yoona
    1. Set up text message schedules
    2. **DATA TRANSFER AND BACKUP**
       1. Brain data
          1. The brain data is stored in the PUP6 computer, under the “HUP6 dicoms” folder
          2. Anonymize and replace with the subject ID
          3. Download them using USB or external HD
          4. Transfer them to fmri server using cyberduck (use landline to speed up the process).
       2. Task log
          1. Box Sync/CurrentProjects\_Penn/PhysicalActivity2/Tasks
          2. Copy and paste each task log file onto the main fmri server using cyberduck
    3. Bring the receipts to Ellen in the business office
    4. Send out the T3 reminder email a day before T3 (canned response ‘T3 Reminder”)

**T3 VISIT**

1. **T3 VISIT**
2. Subject money should be ready by Yoona in advance
3. Preparation
   1. Arrive 15 minutes before the appointment at Richards 5th floor.
      1. Check the google calendar for the testing room info
      2. Get the testing room key from the key cabinet
   2. Need the following material
   3. In the subject folder:
      1. Checklist T3 should be stapled on the folder
         1. Fill out T3 Checklist basic info
      2. Fill out T3 Checklist basic info
      3. 2 receipt forms (C-2, Petty Cash)
      4. Master protocol binder
   4. Black Dell
   5. Saliva sample kit
      1. A sharpie to write the ID# on
   6. Hair sampling kit
      1. Scissors
      2. Envelope
      3. Tape
   7. Accelerometer dongle
   8. Watch/phone
4. In the testing room, get computers ready
   1. Your computer (Black Dell)
      1. Open FortiClient
      2. Click the accelerometer server (pa2acc)
      3. Have the PA2 Testing Log open, T3 tab
      4. Fill out the basic info
   2. The participant’s computer (Desktop in the testing room)
      1. On the Desktop, open Chrome
         1. Study webpage
         2. Enter ID (PA###)
5. Get the accelerometer from the participant.
   1. After 30 days, the acc may not respond to pressing.
   2. Ask the ppt to hand it to you, note the T2 finish time.
   3. Plug it and out of the dongle. See if it blinks.
      1. If it does not blink, this may be because the battery is dead. Still note the time. Switch to a new acc and write down the serial number.
6. IPAQ interview (*~10 min*)
7. Click the IPAQ interview on the PA2 Study webpage
   1. Session 3: Surveys > IPAQ
8. BMI & Accelerometer baseline (*10 min*)
9. BMI
   1. Use height from T1
   2. Weight
   3. Ask them to take of shoes and jackets
10. Accelerometer (*15 min*)

“Now, just like what we did last time you came, we will walk along the hall and up and down the stairs to measure your physical activity.”

* 1. Make sure one RA is in the room to look after the bags and valuables. If no one is available, close the door and ask the guard to open it again when you come back.
  2. Bring:
     + - 1. Checklist & a pen
         2. Your phone to use as a timer & time stamp
         3. This master protocol binder
  3. Walking (COUNT THE STEPS)

“Here we will be walking around this area for 3 minutes. When I say ‘go’, start walking on your normal speed, and when I say ‘stop,’ stop walking and stay where you are. Please walk naturally at the speed and pace you would normally walk.”

1. Press the accelerometer until it blinks green and ask the participant to start walking.
2. Write down the start and finish times (+3 min) using your watch
3. **Count the participant’s steps for 1 minute.** Multiply that by 3 (to get a general number of 3-min steps) and write down the number.
4. When 3 minutes are up, say stop and tell the participant to remain where they are.
5. Walk to the participant and press the accelerometer until it blinks green
   1. Climbing up and down the steps

“Please climb up and down the stairs for 3 minutes.”

* + - * 1. Indicate the area that the participant will be walking (the two flights of stairs outside the lab room)
        2. Write down the start and finish time (+3 min) points
  1. Sitting
     + - 1. *Make sure the participant is sitting and not moving around.*
         2. Write down the start and finish time (+3 min) points

1. T3 survey (~*40 min*)

“Please respond with your honest answers, and try to go with your first choice. You may choose to skip any questions you feel uncomfortable answering.”

Also, just to make sure, when you see the word “sedentary,” that means it is sitting with not much exercise. If there are any parts you do you understand, please feel free to let me know.

“This will take a bit less than an hour. Let me know if you have any questions, and when you are done with it.”

* 1. Stay on the other side of the testing room.
  2. As they fill out the surveys, monitor and check if the participant finished all the surveys at Qualtrics website.
  3. When participants informed that they have finished all the surveys, make sure all 3 surveys were highlighted and completed on the qualtrics.
  4. Take the accelerometer from the participant and write down the sitting finish time.

1. Back up the accelerometer data while the participant is filling out the survey
2. Plug in the dongle to the USB port, making sure that the accelerometers are plugged into the charger
3. Make sure the accelerometer blinks red or green light
4. On the Black Dell, log into FortiClient
5. Click My computer and pa2acc drive. If prompted to log in:
6. Open the GeneActiv icon
7. Click data extractor
   1. Select the .bin file location to be saved…
      1. Browse and select the accelerometer data folder
         1. Computer/pa2acc/ACC DATA
      2. Double check the file name
         1. E.g., PA001\_left wrist\_016279\_2014\_4\_15
   2. Start extract
   3. Convert the data
      1. Click Data analysis
      2. Click OFF ‘advanced setting'
      3. Click Epoch Converter
      4. Input file
         1. Browse and select the file that was just saved
            1. Computer/pa2acc/ACC DATA/PAXXX\_left wrist […] .bin
      5. Epoch Period= 60 seconds
      6. Output file
         1. Click Browse
            1. Computer/pa2acc/ACC data/1\_PRE
            2. In the File Name box, type in “PA###\_PRE”
            3. Click Save
         2. Convert
         3. This will save the data file as csv.
         4. Click ON ‘advanced setting’
      7. **[IMPORTANT: CHECK THE DATA]** 
         1. Double check to make sure the data file is saved
            1. Make sure the csv file is saved within Computer/pa2acc/ACC data/1\_PRE
            2. Click the csv file to check the data.
8. Ask the participant whether and when they took off the accelerometer. Add $10 bonus only if they say they wore it at all times.
9. Calculate text message bonus
   1. <https://usa.transmitsms.com/>
   2. Click “Activity”



* 1. In the “number look up” box, enter in the ppt’s text messaging number.
     1. Note the number of messages in the “outbox”
     2. Note the number of messages in the “inbox”
     3. Responses rate (%)= number of messages inbox/number of messages outbox \*100
     4. If more than 80%, we give $10 bonus

1. Clean the Accelerometer
   1. Use the wipe inside the cabinet
2. IAT (*~15 min*)
3. Click “Session 3: IATs”
4. Click full screen

“This is a categorizing task. Your job is to take the item in the center, and categorize that into either left or right category by pressing the left or right button. Please go ahead and read the instruction.”

Wait till the participant finishes reading the first two instruction pages.

“Do you have any questions about this? We can also start and I will give you pointers so you get a sense of what to do.”

Make sure the participant have their index fingers on E and I. Give pointers for the first two blocks. For the third block, see if they get it and interrupt only if they don’t seem to have understood.

Make sure the participant finishes both IAT 1 & 2.

1. Friendly Island (*20 min*)
   1. Click Session 3: Friendly Island
   2. Make sure they are doing it correctly by checking till they start entering the names
   3. Facebook function may not be working. Tell them to manually enter in the names of people who they have recently interacted on facebook.
2. Saliva Sample (*5 min*)

Write down the ID on the kit with a sharpie.

“Now we would like to collect your saliva sample if you agree. We will collect a bit of your saliva sample (Indicate the line on the kit).

If they agree, ask them to rinse their mouth with a cup of water.

“To do this you are going to do what is called a passive drool, this is done in one of two ways, you can start by leaning your head forward a bit and letting the saliva fall into the tube. Another method is to let the saliva pool up in your mouth and then let it fall into the tube. Some people find it easy to press the bottom of the mouth with tongue to stimulate the saliva gland. Just remember you need to fill this up to… (Show them the line).  Also this has to be clear liquid, not white foam.  Do you have any questions about this?

Once you are done, don’t close the lid. I will do that for you.”

1. Wear the latex gloves. Once they are all done, make sure the saliva is filled up to the line.
2. Close the lid to release the liquid. Replace the cap and shake immediately.
3. Wipe the kit with the sanitizing wipes if necessary.
4. Put the kit in the box inside the bottom drawer of the cabinet.
5. Hair Sample (*5 min*)

Write down the ID on hair envelop.

“Now we would like to collect your hair sample if you agree. This is optional and you do not have to do this at all. Normally you shed about 130 strands of hair a day. I would like to collect that much of your hair in a couple of spots on the backside of your head. I will cut little samples in a couple locations so that you won’t have balding spots. Do you feel comfortable doing this?”

1. Make sure they understand this is completely voluntary and they don’t feel pressure to comply
2. If they agree, clean your hands with the sanitizing wipes.
3. Take samples from back of the head along the horizontal line across the inion (the ridge on the back of the head).
4. Take approximately 120-150 strands (take smaller samples from multiple locations to avoid thinning of hair)
5. Mark cut side of hair with scotch tape
6. Place hair in an envelope, put it in the box inside the bottom drawer of the cabinet.
7. Exit survey (5 min)
   1. Click Session 3: Exit Survey
8. Debrief

“Thanks for participating in our study. Here you can read about what we are studying in this study. Let me know if you have any questions.”

Give them some study flyers.

“Also, please share these flyers with people around you who may also be interested in participating. Very importantly, **PLEASE DO NOT SHARE ANY DETAILS ABOUT THIS STUDY WITH THEM.** We don’t want to bias our participants, so please ask them to contact us for more detail if they are interested.”

1. Give out the debriefing form
2. **Give them the flyers to share with friends.**
3. Thank them again for their time!
4. Give them recruiting posters to anyone they know that might be interested in participating in the study
5. Payment (*1min*)
6. Calculate the text message bonus
7. Calculate the accelerometer bonus
8. Pay the participant ($60 plus bonus) and have them fill out 2 receipt forms
9. See the template receipts in the Master Protocol binder for a reference
10. Wrap up
    1. Fill out the Google Testing Log with the information from T3 Checklist
       * + 1. Fill out the general comment in detail
           2. No cell should be left empty except the colored columns that exist to visually divide the spreadsheet. If there is no information for a particular cell, type “NONE”
    2. Mark the T4 (3 month) & T5 (6 months) dates on:
       * + 1. Google calendar
           2. PA2 Testing Log on the T4 and T5 Tabs
    3. Put away the hair and saliva samples in the appropriate boxes in the cabinet
    4. Clean the accelerometer using the brush and soap with water
    5. Put away the subject folder in the Richard5 cabinet (T1 done)
    6. Keep the receipt forms in the subject folder
    7. Send a brief email to Yoona to let them know how things went.
    8. Clean up. Lock the Richard5 cabinet. Leave the keys in the key cabinet.
    9. Make sure to close the door all the way when you leave.
11. Yoona
    1. Data backup
    2. Bring the receipts to Ellen

**T4 & T5**

1. **T4 & T5 -- 3 & 6 MONTH FOLLOW UP**
2. Preparation
   1. Get the participants’ contact information from the pw protected “PA2\_Recruitment\_Log”
   2. Have the PA2 Testing Log open. Click the T4&T5 tab
3. T4/T5 email
4. Send out the “T4 Survey” or “T5 Survey” canned response
   1. Make a note on the google doc that you sent out the email
   2. **IMPORTANT!!!!**
      1. **Make sure to modify the hyper link to include the subject ID by replacing XXX.** 
         1. **Click the hyperlink**
         2. **Click Change**
         3. **Replace XXX with the subject’s ID for BOTH “Text to display” and “Web addresses”**
5. Call the participant

“Hello, I am looking for XXX calling for the UPenn paid study.

As we explained at the end of your last visit, we offer $10 amazon gift card if you fill out a 30-40 minute survey and do a 10-minute interview with me. Is this something you’d be interested in doing?”

(If this is not a good time, schedule a different time to call later)

“Great, now let me start the interview.”

(Do the IPAQ interview using the study webpage link

Make sure to enter in the correct ID.

Click Session 4 or 5. Click IPAQ.

(Once the interview is over, explain the following)

“Great! Thank you so much. Now I am going to send you a link to a 30-40 minute survey. There will be a survey, and two computer tasks. Once you are done with the survey, please email us. Once we confirm, we will send you a $10 amazon gift ticket.”

1. Once the participant replies back to inform that they have finished all the surveys,
   1. Check upenn.qualtrics.edu T4 T5 Survey to make sure the participant finished the survey
   2. Mark the google log if they completed

1. Yoona will do the following:
   1. Check and make sure both IATs are done
   2. Send out the Amazon gift card