**MRI Scan Checklist**

**Check list before going for fMRI scan**

1. Mark the slot schedule on google fMRI-HCG calendar.
2. Account for subject break time and subject change time (2 mins per session in experiment + 20 mins for subject change).

**Before leaving lab**

1. Run the code on fMRI laptop and make sure there are no errors/bugs.
2. Calculate number of volumes (including dummy volumes) required in a given scan.
3. Contact the technician to make sure that there are no emergency scans.
4. Have ear plugs with you and padding.
5. Book cab at least 45 minutes before scheduled time.
6. Print all forms (Z:\experiments\fMRI\voucher\_form\_templates)
   1. Informed consent form + MRI safety form for each subject
   2. Operator payment cash voucher
   3. Subject payment cash voucher
   4. General fMRI experiment information sheet
   5. MRI checklist and protocols
   6. fMRI compatible glasses and projector
   7. MRI screening form

**At HCG hospital**

1. Setup the laptop and plug-in the charger.
2. Plugin the VGA cable and the USB cable for receiving key presses
3. Reboot laptop once after setting up VGA and USB cable, or first plug in the cables and then boot up laptop.
4. Turn on the NN box
   1. Choose synchronization on acquisition box.
   2. Set number of volumes.
   3. Trigger on volumes set to “each”.
   4. Trigger on slices to 1
   5. Set number of slices to 1, it is set to 30 by default.
5. Turn on the googles and key presses switches.
6. Make sure you receive key presses on laptop and at the same time hear beep sounds.
7. Turn of the lights in the scanner room
8. After running the experiment on laptop, press the “Enter” key on the NN box before the technician starts the scan
9. After each run, check whether experiment data is being saved on the laptop.
10. After the scan is completed, collect data on a DVD and check if it is readable on the laptop.
11. Collect 1 DVD for each subject.

**After scan.**

Analyse data and enter the details in the log file