**fMRI Individual Subject Log**

Subject ID: SUB\_\_\_\_ (e.g. SUB12)

Experimenter: Scan Operator:

Before starting for the scan

\_\_ Update fMRI calendar/log (both)

\_\_ Make sure you carry consent form, cash vouchers, ear plugs, sponges, drapes.

*Inside Scanner Room*

Humidity: [DO NOT SCAN above 65%]

Temperature:

Head Coil: 20ch 32ch

\_\_ Check goggles, \_\_ buttons, \_\_ PHYSIO

\_\_ Check for cushions, blanket, earplugs

**\_\_ Check the panic button**

Notes of anything strange in the scanner room [remember to keep the door closed!]:

*Subject Preparation* **✓or ✗ Action**

Before Scanning*:*

\_\_ Contra indication and Informed Consent sheets signed

\_\_ Review safety and importance of not moving with the subject (“I will put tape on your chin for feedback…”, I can hear you from this speaker, etc)

\_\_ Ask subject if they have any questions – do they have to use the toilet/thirsty?

\_\_ Has subject taken medication or coffee in the last 5 hours?

\_\_ Turn on all power buttons, plug in laptop charger and usb cables.

*@ Scanner:*

\_\_ Adjust goggles while SUBJECT is still standing OUTSIDE SCANNER

\_\_ Explain response buttons

\_\_ Explain squeeze ball (for emergency and/or communication), let them test it

\_\_ Explain Physio acquisition

\_\_ Make sure subject inserts earplugs properly; explain scan types and sounds

\_\_ Have subject lay down, eyebrows at isocenter mark on coil; insert padding until head is fixed

\_\_ Make sure subject is completely comfortable lying on the table – ask multiple times if they can maintain this posture without moving for at least one hour, if padding is comfortable, and if they see only one image in the goggles. Tell them not to cross arms and legs, and not to fall asleep

\_\_ Tape squeeze ball to thigh or stomach

\_\_ Place tape from chin to head coil for movement feedback

\_\_ Check again that subject is comfortable, and let them know you will talk to them through the speakers

*At Console* **# Scan, ✓or ✗ Action**

\_\_ Localiser Scout Scan

*\_\_ Is subject’s head straight?*

*No? Re-position.*

\_\_ New Localiser Scout Scan

\_\_ Trufi Sag

\_\_ Coil Reference Scan …

*\_\_ Set EPI shim mode to advanced*

*\_\_ Prescan Normalise ON/OFF (circle)*

\_\_ FUN\_TEST

\_\_ STR\_T1 (decide if structural is first or middle)

\_\_ FUN\_EVT\_ R01

\_\_ FUN\_ EVT\_ R02

\_\_ FUN\_ EVT\_ R03

\_\_ FUN\_ EVT\_ R04

\_\_ FUN\_LOC\_R01

\_\_ FUN\_ EVT\_ R05

\_\_ FUN\_ EVT\_ R06

\_\_ FUN\_ EVT\_ R07

\_\_ FUN\_ EVT\_ R08

\_\_ FUN\_LOC\_ R02