**Session 1 Log**

**Hormonal Contraceptives: Active/Inactive**

Please be sure to check off each item as it occurs

**GENERAL SESSION INFORMATION:**

Subject ID & Screening ID

Experimenter

Phone Prescreening Date

CIRCLE ONE: Monetary Compensation Course Credit

Study Passive Drool Codes (e.g., 160-1a to 160-2a)

Salimetrics Oral Swab Barcode(s)

Time Session Start

Birth Control Brand

Color of Pill (where applicable)

Birth Control Day

CIRCLE ONE: Active Inactive

* **GIVE PARTICIPANT WATER**

**QUESTIONS TO REVIEW:**

Have you eaten anything in the last hour (including chewing gum or mints)?

Have you been awake for least 3 hours?

Have you had any caffeine in the last 24 hours?

Have you had any alcohol in the last 24 hours?

Have you exercised in the last 24 hours?

**FORMS TO COMPLETE:**

* Informed Consent
* MRI Safety Screening
* Incidental findings consent

**DE-METAL PARTICIPANT**

* Completed

**QUESTIONNAIRES – DO UNTIL 50-60 MINUTES BEFORE SCAN TIME:**

* Make sure participant is done with water
	+ Start stopwatch for 10 minutes
* Demographics
* Daily Stress Inventory
* PANAS
* STAI – state (right now)
* PMTS – VAS
* Birth Control History – MOVE TO END IF NECESSARY
* Multidimensional Scale of Perceived Support – MOVE TO END IF NECESSARY
* Perceived Stress Scale – MOVE TO END IF NECESSARY
* CES-D – MOVE TO END IF NECESSARY
* STAI – trait (generally) – MOVE TO END IF NECESSARY

**SALIVA SAMPLE 1A – PASSIVE DROOL at least 10 minutes post water finished:**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEART RATE VARIABILITY – ELECTRODE PLACEMENT & BIOPAC COMPUTER SET UP:**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIGIT SPAN WORKING MEMORY TASKS:**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHICH TASK DID THEY COMPLETE FIRST (circle one.): Digit Span Digit Ordering

**ODDBALL TASK PRACTICE:**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N-BACK WORKING MEMORY PRACTICE:**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONNAIRES:**

* PANAS
* STAI – state (right now)
* If time, can do some of the questionnaires left for the end of the session (list what they are)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELL PARTICIPANT TO USE THE RESTROOM**

CLOCK time left room \_\_\_\_\_\_\_\_\_\_\_ CLOCK time returned to room\_\_\_\_\_\_\_\_\_\_\_\_

**SALIVA SAMPLE 2 – ORAL SWAB @ 15 minutes until SCAN TIME:**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**HEART RATE – 3 MINUTE BASELINE RECORDING (started 2 minutes into 2nd saliva sample):**

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COLD PRESSOR TASK:**

* Pre-water STRESS vas
* Pre-water PAIN vas
* CPT (Circle one.): COLD WARM

**Water Temp**

* START STOPWATCH AS SOON AS PARTICIPANT IMMERSES HAND

**Clock Time:** Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Immersion time:** \_\_\_\_\_\_\_minutes \_\_\_\_\_\_\_\_\_\_\_seconds

* Post-water STRESS vas
* Post-water PAIN vas
* Continue HEART RATE recording

**HEART RATE VARIABILITY – BIOPAC BREAK DOWN:**

Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GET IN SCANNER**

Completed: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Glasses if needed;
	+ Prescription
* V14 ear buds
* New examination paper and cushion for bottom of head and/or paper towel
* Use cushion around head to fill dead space
* Tape vitamin E pill to RIGHT side of forehead
* Grab blanket if necessary
* Put button box in LEFT hand

**START SALIVA SAMPLE 3 – ORAL SWAB:**

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**PREPARE FOR SCAN**

* **Assign Scan number** \_\_\_\_\_\_\_\_\_\_\_\_\_
* Fill out DNI log (scan type: T1/T2/EPI/MPRAGE/ASL)
* Register Participant
	+ Last Name
	+ DOB: 1/1/Participant’s year of birth
	+ Sex: F
	+ Weight: In pounds (refer to safety screening)
	+ Height: (If available)
	+ Study (Users/[PI]/[Researcher]/32channel)
* Fill our DNI Invoice
* Make copies of safety screening, incidental findings, and DNI Invoice (KEEP COPIES)
* Give ORGINAL safety screening, incidental findings, and DNI Invoice to DNI Staff
* Give DNI staff copy of signature page of Informed Consent
* Connect Bocadillo to scanning computer (USB, Display, and V14 audio line)
* Set up Audio
	+ Change bottom box to V14
	+ Turn on all 3 audio systems
	+ Turn volume to 9 o’clock on bottom system
	+ Turn volume to +20 for the middle and top systems
* Eye Tracker
	+ Click on Eyetracinet
	+ Upload to com 1
	+ Open Eye Camera
		- File 🡪 new data file 🡪 scanner ID for participant 🡪 save
	+ Wait until oddball to finish set up
* Make sure projector is on

**SCAN SEQUENCE – SCOUT AND T2:**

* Make sure you are in Users/[PI]/[Researcher]/32channel
* Open the protocol list
	+ On lower right side of scanner computer see list of icons
	+ Third from bottom is “Program Card”
	+ Click on Program Card
	+ List of scanning protocols will appear
	+ Drag Scout over to box on the left

NOTE: While Scout is running you can preload all other scans by dragging all other protocols into the box on the left IN THE ORDER THEY WILL BE RUN

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOAD SCANS (DURING SCOUT)**

* Make sure you are in Users/[PI]/[Researcher]/32channel
* Open the protocol list
	+ On lower right side of scanner computer see list of icons
	+ Third from bottom is “Program Card”
	+ Click on Program Card
	+ List of scanning protocols will appear
	+ Drag all other protocols into the box on the left IN THE ORDER THEY WILL BE RUN

**END SALIVA SAMPLE 3 – ORAL SWAB @ 15 MINUTES POST STRESS ONSET:**

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**SCAN SEQUENCE – EPI - WM:**

* When ready to advance to the trigger screen, press “9”.
* Then press “Continue” on the scanning computer
* Then wait for the scanner to advance with a “5”.

Completed first (circle one): 0-BACK 2-BACK

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ended (after second block): Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START SALIVA SAMPLE 4 – ORAL SWAB:**

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**SCAN SEQUENCE – ASL – RESTING STATE:**

* When ready to advance to the trigger screen, press “space bar” to advance to black screen with white cross.
* Then press “Continue” on the scanning computer
* Then wait for the scanner to advance with a “5”.

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END SALIVA SAMPLE 4 – ORAL SWAB:**

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**SET UP EYE TRACKER**

* Make sure eye is visible and click “auto discrimination”
* Next, press “record” (green arrow, like a play button) on the eye tracking computer

**SCAN SEQUENCE – MPRAGE:**

* **Open the black/white task.**
* The black/white task is not an imaging task, so there is no need to advance to trigger screen.
* Press “Continue” on the scanning computer when you and participant are ready to begin.
* Then wait for the scanner to advance with a “5”.

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START SALIVA SAMPLE 5 – ORAL SWAB:**

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**SCAN SEQUENCE – EPI – ODDBALL:**

* When ready to advance to the trigger screen, press “9”.
* Next, press “record” (green arrow, like a play button) on the eye tracking computer.
* Then press “Continue” on the scanning computer.
* Then wait for the scanner to advance with a “5”.

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END SALIVA SAMPLE 5 – ORAL SWAB:**

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salimetrics barcode:

**GET OUT OF SCANNER**

Completed: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WRAP UP IN CONTROL ROOM**

* Close patient on MRI computer
* Confirm forms are with MRI tech
* Make sure participant has belongings
* Close out study laptop, make sure you have all cords and adapters
* Set MRI room back to normal (i.e., button boxes, squeeze ball, foam, head coils, GSR equipment)
	+ Throw away ear plugs, napkins, and exam paper from participant
	+ Put on new exam paper, and organize all used items (e.g. coils, earphones, response buttons, mirror and blanket) back into a tidy status
	+ Change back to regular head matrix coil if you are using different coil
* Turn off audio system and check whether it is changed back into “Siemens” set-up
* Check whether the set-up of response interface box is back to default mode
* **Postscan File Transfer**
	+ If not already open, ask MRI tech for access to the transfer server
	+ Highlight scans you wish to send
	+ On top toolbar, click send (arrow pointing up in a circle)
	+ All uncompressed TS, explicit, little order first
	+ All images
	+ Click send
* Check whether the set-up of response box is back to “laptop” connection mode
* Turn off the power button of eye tracker and close the windows of eye tracker software on the PC
* Turn off projector (if last scan of the day)
* If you have changed any other set-ups or devices, be sure to change back to default mode
* Everyone leaves the room and close the door

**QUESTIONNAIRES:**

* PANAS
* STAI – state (right now)

**SALIVA SAMPLE 2A (6TH OVERALL) – PASSIVE DROOL:**

Started: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ended: Stopwatch time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clock Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONNAIRES:**

* Remaining questionnaires from before saliva sample 1 (list what they are):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* WTAR
* End of session 1

**FINISHING UP WITH PARTICIPANT:**

* Confirm time for next session and answer any questions

**TIME SESSION ENDED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SEE NEXT PAGE FOR NOTES SECTION

**NOTES**

**END OF SESSION CHECKLIST**

Things to do at scanner:

* Return head coil to storage location
* Return mirror to storage location
* Turn off projector
* Return audio equipment to default settings
* Get data transferred to our server (or inform Rico it needs to be if he is not there)

Things to do with data:

* Put saliva samples in the freezer
* Transfer eprime data to flash drive
* Verify all paper data has subject ID, date, and session on each page – whether stapled together or not
* Verify all session notes have been included in the notes section of the session log
* Enter all questionnaire/paper data ASAP

Things to do in Study Drive/Email:

* Add all saliva information to the saliva data log
* Add session completion date to the session information log
* Send/prepare any relevant emails to participant
	+ Schedule reminder email for session 2 with boomerang
* Add relevant items to the calendar
	+ Date/time of session 2
	+ Date when reminder is scheduled to be sent
	+ When to prepare session 2 materials

Things that can be done later (within one week):

* Organize behavioral data into appropriate files
* Complete entering all questionnaire/paper data if not completed day of session