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PRE-SCAN PREP

1. Check in with Carol M to make sure that the subject confirmed and if they haven’t make a decision about whether to cancel them and schedule someone else or just chance it
2. Confirm with your scan partner that they will be at the scan
3. Fill the binder with the necessary paperwork: you should always make sure that there is more copies of all the paperwork in the binder than you need
   i. For EACH SUBJECT you will need:
      1. TWO copies of the current CONSENT FORM (make sure the date stamped on the back has not passed!)
      2. ONE copy of the MR SCREENING FORM (2-sided!)
      3. ONE copy of the RACE/GENDER FORM
      4. ONE copy of VOLUNTEER REIMBURSEMENT FORM
      5. ONE copy of the READ-ME
4. Make sure that all the necessary subject schedule sheet, subject task instructions, scan instructions, data handling guidelines are also in the binder
5. Generate an access code for each subject you will be scanning that day
   a. Go to the NIL website
      i. www.nil.wustl.edu
      ii. under RIIS Resources select MR Access Code Module
      iii. at the Login screen use your RIIS login name and password
          1. under protocol number select the appropriate NP number
          2. in the subject field select human
          3. click continue
          4. click Federally Supported Wash U Investigator
          5. click Due to regulations, I must use a generated id; please generate one
          6. click continue
          7. select appropriate ethnicity, select gender, enter appropriate date of Birth, select handedness
          8. click generate access code
          9. record the access code on the subject sheet and email it to yourself so that you have an electronic record of it
6. Make sure that the appropriate laptop has the task practice script on it – and also make sure that you take any other hardware that would be necessary for the particular study
FMRI SUBJECT SCHEDULING

1. Access the Scan Calendar from the NIL website:
   b. on the left side is a list of things you can schedule like Bays, mock scanner, and parking spots, click them to view the schedule
   c. our scan slots will be marked by B3 D Braver
   d. usually we will have 3 Sundays (2 from 3pm-9pm and 1 from 12noon-6pm), a Tuesday evening from 7pm-10pm and a Wednesday evening from 7pm-10pm

2. Once you have the calendar days and times  FIGURE OUT WHAT STUDY is going to use the slots – in general if the scan slot is from 3pm – 9pm we have the first subject arrive a half hour early and have the subjects overlap by a half hour or 15 minutes depending on the study

3. Once you know the times and have know what study you are running in those times  email Carol McKenna cmckenna@artsci.wustl.edu
   a. SHE NEEDS AT LEAST 2 WEEKS NOTICE TO FILL A SLOT
   b. She will need to know the following information NP#, Principle Investigator, for each subject slot she will need to know Date (include day and date), arrival time and estimated departure time

4. You will receive a subject sheet that contains everything you need to know about the subjects for the scan and this sheet must be kept LOCKED UP at all times except when it is with you for a scan – Carol will often update these sheets so always make sure that you shred the OLD ONE

5. A few days prior to the scan Carol will send out a confirmation email which she will copy to you  once the subject confirms she will forward you their confirmation
HI ‘subject’,

Please REPLY to this message to confirm that you will keep your appointment.

You have the appointment on 06/13 at 12:30 p.m. At that time you will need to meet the researcher in the waiting room of the East Building. I have enclosed instructions and directions for you below.

We ask you to not have any caffeine on the day of your scan. Please also do not take any Tylenol or aspirin on the day of your scan. If you have contacts, wear them, if not, bring your eye prescription. Wear something comfortable - but no zippers or snaps on your top. Zippers on pants are fine.

At 12:30 p.m. you will need to be in the waiting room of the East Building located at 4525 Scott Ave. There is no receptionist so just have a seat and the researchers will come out to meet you. If your appointment is on the weekend or on a weeknight after 6:00 pm the front doors may be locked. Someone will meet you at the front doors and let you in. Directions are below:

Coming from the Hilltop Campus, take Forsyth to Skinker. Turn LEFT onto Skinker. Turn RIGHT onto Lindell. Turn RIGHT onto West Pine. Turn RIGHT onto Kingshighway. Turn LEFT onto Forest Park Parkway. You'll cross over Euclid. Turn RIGHT onto Taylor Ave. After going through several stop signs you'll cross the tracks of the Metrolink. As soon as you cross the tracks, the East Building is on your RIGHT on Scott. Turn RIGHT on McKinley. The parking facility is located on Taylor and McKinley. Turn right into the parking lot and stop at the gate. To raise the gate, you will need to press the button and say, "I am a patient for a study in radiology." The same procedure should be followed when you exit the parking facility. You will exit onto Scott. There are two parking spots you may use. One spot will be labeled "PET/MR Patients" and one spot will be labeled "Dr. Raichle's Patients". If you drive and park on the street, the meters run until 7 p.m.

Go up the 10+ steps leading up to the revolving glass doors (main entrance) and the first door on your RIGHT leads into the waiting room. There is no receptionist, so please just have a seat and wait for the researcher to come out and meet you. If you take the shuttle get out at the end station (you will see the glass green-tinted windows of the East Building while on Taylor). From Taylor the shuttle takes a right onto McKinley. There is a large parking lot next to, east, of the circle drive. Go into the parking lot and then go left (north) next to a large brown building to Scott Ave. The East Building is directly ahead. It has large, green windows. Address 4525 Scott Ave. If you have any questions before your scan just call or email me. It is very important that you keep your appointment and arrive on time. Please do not be late.
PROCESSING SCAN PAPERWORK

1. You should come away from each scan with the following paperwork:
   a. SIGNED consent form
   b. Completed MR screening form, race/gender form, payment form
   c. Print out of the subjects brain
   d. Read-Me
2. Put the brain print out and the Read-Me in a plastic sleeve in the binder
3. Fill out the payment form…. Calculate payment $25/hour – within reason round to the half-hour
4. make ONE copy of the consent form, MR screening form and race/gender form
5. make TWO copies of the completed payment form
6. give the ORIGINAL reimbursement form to Vicki
7. In a normal manila folder for HILLTOP put: the copies of the consent, MR screening, race/gender form, and reimbursement – the header of the folder should have the VC# or AB# down the side
8. In the special MED-SCHOOL folder put: the originals of the consent, MR screening, and race/gender – the header of the folder should have the VC# or AB#
9. give the other copy of the reimbursement form to Carol Cox
PREPARING FOR A NEW fMRI STUDY

1. New WUMC IRB submission – see Carol Cox about filling out the necessary paperwork for a Med School study – be sure to include an questionnaires being used (no need to include the usual MRI paperwork – ie demographics, race gender, mr screening)

2. Once you have the IRB approval back – have the person heading up the study fill out or give you the necessary information to fill out the MR protocol form
   - www.nil.wustl.edu
   - select RIIS system
   - select Initial Protocol Entry
   - complete the application (note: if todd is the PI and you save a draft the only person who can access the saved draft is todd – best to just complete the form and submit it rather than saving it in progress)

3. The NIL protocol entry will take a few weeks to get back. Once it has been approved you will get an NP# from Karen Klump. Once you (or todd) receives that number you have to let karen know who is going to have access to that NP# to run scans.
   -- if you every run out of ‘money’ on the NP# (when you generate an access code the funds are negative) just have todd email Karen and authorize more funds to be used – this is not real money (the scan bills are still generated separately) – the fund amount listed with the NP# is simply the amount of money on paper that is allowed to be used for the study.

4. Prepare scripts for the scanner (Mac/Sync Pulse)

5. Set up a binder that contains copies of the approved/stamped consent form, race gender, MR screening, reimbursement. Also include a read-me, counterbalance sheet, instruction sheet and scan procedures particular to the study
PREPARING FOR A NEW BEHAVIORAL STUDY

1. **Note** – We typically don’t use Hilltop IRBs anymore because they are so difficult to obtain and take too long. If possible, do a med school IRB instead.

2. **New Hilltop HSC submission**—see Carol Cox for assistance with submitting a behavioral IRB – make sure that you submit a flier with the paperwork (even if it is not going to be used) and also make sure that if there is any chance that you will run the study for both pay and credit that that information goes in the original submission (so you do not have to modify it just for that).

3. **Prepare the scanner scripts** and pilot the scripts using lab members

4. **Experimetrix Login** – once your IRB has been approved send the following to Alan Lambert’s mailbox:
   - Approved IRB cover sheet (with stamp), with faculty listed as PI
   - Written debriefing
   - He will send you a login and password for the experimetrix website
   - NOTE: DO NOT EMAIL HIM TO ASK HIM HOW TO GET A LOGIN AND PASSWORD. IT WILL MAKE HIM ANGRY!

5. **Create the experiment on the website** – and make sure that anyone who is going to be involved in running subjects has gone through the proper training for dealing with human subjects (ie the IRB module through the hilltop campus and if necessary HIPPA training)

6. **MAKE SURE YOU COLLECT DEMOGRAPHIC INFO ON BEHAVIORAL SUBJECTS** – race, ethnicity, gender, age and handedness

7. **For other questions concerning the subject pool** – refer to the document “Overview for Users of the Washington University Psychology Department Subject Pool” which can be obtained from Carol Cox.
IAC

Uploading Data

1. After running a behavioral study or after a scan – the psyscope data should be uploaded to IAC
   a. Launch fetch
   b. Host will be whatever location you want to connect to (e.g. iac11.wustl.edu)
   c. UserID is your login and Password is your password
2. Once you connect to IAC just navigate to the correct directory – click on directories and select change directory – then type in the path that you want to navigate to
3. Once there just drag and drop the files you want to upload into the fetch window
4. Check to make sure that the transfer was successful by logging into IAC and looking for the new files

Starting a new Login

1. Email Stuart at sg@iacmail.wustl.edu and give him the login name for the new account and he will set it up and give you a password.

RELATED TO THIS:
SENDING/RECEIVING EMAIL ATTACHMENTS W/PINE

1. TO SEND AN ATTACHMENT
   a. Launch fetch, use artsci.wustl.edu as the host and your login and username for artsci to log in – this will put you in your home directory – you do not need to change directory or anything, just drag and drop files
   b. Within your email – go to the attachment line and hit cntrl+J and then cntrl+T – this will allow you to highlight the appropriate file to attach
2. TO RETRIEVE AN ATTACHMENT
   a. Use S within artsci to save the attachment
   b. Launch fetch to artsci.wustl.edu
   c. Drag files off artsci onto your desktop (this just makes a copy so the file will remain in your home artsci account until you delete it)
PETSUN AND ARCHIVING

PETSUN

Accessing Petsun from Hilltop campus
1. open X11 terminal
2. type ssh –l tbraver light
   • if this doesn’t work, telnet to iac first, login, then type ssh –l tbraver light
3. type password tmpwd4db
4. type cd /data/petsun24/data1/tbraver
5. type ls (to view the directories currently on petsun)

Data Transfer from Petsun to IAC11
1. follow above instructions for accessing Petsun
2. type cd /vcXXXXX/vcXXXXX_rawdata
3. type ftp iac11
4. enter your username and password
5. navigate to correct directory on IAC11 where you want to put data (e.g. /data/iac11/spaceX/ccp/XXX/vcXXXXX/vcXXXXX_rawdata)
6. type mput XXX* (Xs here being the image number that you want to transfer)
7. type quit
8. telnet to iac11 to check and make sure all the data you wanted is there
9. login using your IAC username and password
10. navigate to the correct location
11. type mr
12. if the correct data is not listed, redo this procedure

ARCHIVING

1. Tarring
   1. open terminal
   2. type ssh –X –l username iac11.wustl.edu
   3. enter your password
   4. navigate to correct directory on IAC11 where you want to tar data
      a. type cd /data/iac11/spaceX/ccp/STUDYNAME/vcXXXXX
   5. type tar cvf STUDYNAME.vcXXXXX.raw.tar vcXXXXX_rawdata
   6. file will tar and then type du –k and record rawdata file size (first item on list, usually around 130,000)

2. Fetching
   1. open Fetch window
   2. enter iac11 for “Host”
   3. enter your username for “User ID”
   4. enter your password for “Password”
      a. this will bring you into your home directory
5. in the top scroll bar where it says your username, scroll down to and click on the bottom option, which is only a slash symbol (/)
6. in the new window list double click on “data”
7. double click on “iac11”
8. double click on “spaceX”, which ever space the data you’re looking for is in
9. double click on “ccp”
10. double click on the folder with your study’s data
11. double click on the subject number for which you are have tarred and are archiving the data
12. drag the tarred data file (STUDYNAME.vcXXXXX.raw.tar) to the desktop
13. do this for each subject you are going to burn to a cd to save (about 3 to a disk)

3. Burn to CD
   1. open disk drive with open/close button on top right corner of keypad on keyboard
   2. place a blank cd in the drive
   3. close drive with open/close button and wait for desktop to register a blank disk
   4. double click on blank disk icon on desktop
   5. name the disk with subject numbers (e.g. vcXXXXX, vcXXXXX, vcXXXXX)
   6. highlight and drag 3 tarred files from desktop into the window for blank disk and wait for them to copy over (if 3 don’t fit try 2)
   7. click on the burn symbol near the upper, left side of the window to burn the cd
   8. when it’s finished, take cd out with open/close button or by dragging the cd icon to the trashcan
   9. use a sharpie to write the study name and subject numbers on the disk
   10. store cd in binder with others
   11. burn a second cd the same way and store somewhere other than Psych building

4. Remove Tarred File from IAC
   1. open terminal
   2. type ssh –X –l username iac11.wustl.edu
   3. enter your password
   4. navigate to correct directory on IAC11 where you want to remove tarred file
      a. type cd /data/iac11/spaceX/ccp/STUDYNAME/vcXXXXX
   5. type rm filename (filename will look like this: STUDYNAME.vcXXXXX.raw.tar)

5. Remove Directory from Petsun
   1. open terminal
   2. type ssh –l tbraver light
      a. if this doesn’t work, telnet to iac first, login, then type ssh –l tbraver light
   3. type password tmpwd4db
   4. type cd /data/petsun24/data1/tbraver
   5. type ls (to view the directories currently on petsun)
   6. type /usr/bin/rm –R vcXXXXX
      a. this will remove the directory and anything contained within it (including images and sub-directories)
      b. delete the directory for any subject whose data has been archived
c. DO NOT leave more than 5 subjects’ directories for any study on Petsun

d. BE VERY CAREFUL WHEN DELETING DIRECTORIES THAT YOU DO NOT REMOVE THE WRONG DATA!!!!!!

CNDA

Sending Scan to CNDA at the scanner:

1. Do not send individual scans in pieces, instead send the scan as a whole at the end
2. Highlight the ab folder in the browser window so that all of the scans are included
3. Transfer → Send to → CNDA → Send

Archiving scan at the lab:

1. Open VPNClient and Connect using your VPN login
2. Open Internet Browser window and go to CNDA site (http://cnda.neuroimage.wustl.edu) and log in
3. Once you’re logged in, click “View Prearchive”
4. Click the “+” next to the scan date to see all scans that were conducted on the day
5. Click “archive” next to the scan you want to archive
6. Select Project, Stabilizer, Investigator, and enter initials of those who conducted the scan under Operator
   a. If your project is not listed under Project, choose the CUSTOM option and enter the name of your project (ex. NPxxx) in the box on the right. Once you’ve done this once, your project name will then appear in the drop down list for all future archives
7. For step 2, choose “create new subject”
8. Enter abxxxxx (or whatever your scan is labeled as) in lab ID space
9. Enter NPxxx under Name and the subject # under “.”
10. Enter birthday, gender, handedness, and any other appropriate information for the subject (do not need to enter height, weight, etc)
   a. If you need to distinguish between a control and a patient, enter this under Cohort
11. Enter Investigator
12. Scans will then appear below
13. Make sure that each box actually shows the scan that took place at that time
14. Mark every scan as usable, unusable, etc
15. Add notes next to appropriate scans (ex. what task was ran for each bold, trigger test, etc)
16. Enter any additional notes you may have in Step 4
17. Click Submit
18. Will show “active processes”, meaning that your scan is in the process of being archived
19. You will receive an email once it is done archiving, including information about whether the archiving was successful
20. Once your scan has been successfully archived, you will receive an email

Quality Control on CNDA:

1. Once you have received an email notifying you that the scan has been successfully archived, click on “MR Session” on your home CNDA page to view your archived scans
2. Click on the notebook next to the scan
3. To view the image associated with each scan, click the “+” next to each scan
4. **PSYSCOPE**

Reference PsyMan.pdf contained in the RA_MANUAL folder

**GETTING BUTTON BOXES TO WORK PROPERLY:**

1. Check the computers extensions
   a. Select Control Panels from the Apple menu (top right of desktop screen)
   b. Within Control Panels select Extensions Manager -- Psyscope settings must be selected - (all 4 computers have an option called Psyscope or Psyscope settings)
   c. Dorsal also has a Psyscope and Quicktime option which is only necessary when quicktime movies or images are part of your scripts
   -- If the Psycsce settings are not selected already (if someone networked the computer to get data off or something like that), select the psyscope settings and restart the computer
2. Open your psyscope script and test the button box
   a. Select Experiment from the top tool bar and then Test Bbox
   b. Within the BBox tester you will see how the button box is connected to the computer - either via modem port or printer port
   - VENTRAL, SMA and PUTAMEN SMA all run through a keyspan adapter off the PRINTER port
   - DORSAL runs off the MODEM port
3. Click 'test button box' and it should indicate that it is successfully connected - all three buttons light up and you are able to hit a button and see the response on the screen.

**IF TEST BUTTON BOX FAILS - TRY THE FOLLOWING:**
(*note: we all know that psyscope is picky so if you change something or unplug something per the instructions below always quit psyscope and relaunch it before testing the button box again)

1. Press any one of the three buttons on the box and hold it down for 5 seconds - this should cause one of the lights on the bbox to turn on.
   If you do not get a light that means that the adapter plugged into the wall is the problem and the bbox is not getting any power.
   - Unplug it from the wall and plug it in a different outlet - also unplug the adapter from the button box and plug it back in
   - If you still fail to get a light, find another adapter from a different button box and use that.
2. If you are sure that the button box is getting power and the cable connecting the bbox to the computer is plugged in AND IT STILL DOES NOT WORK
- go back into the test bbox within psyscope and change the port
  from modem to printer and click test bbox - this will fail
  (and say it is disconnected)
- then change it back to modem and test it again -- usually that is enough
  to make it work.

3. If you are still having trouble, make sure all the settings are correct
   (extensions and modem/printer port) and all cables are correctly plugged
   in and restart the computer - for some unknown reason that sometimes works
   when all else fails.

GETTING AROUND PSYSCOPE ERRORS:
If you run a script and it gives you an error – before you worry about it, try the
built in hack to get around it.

• when the error screen appears hold down the control key and the apple key
  and click the hand icon with the mouse
• then click okay
  i. if this hack works then it is not something that you really have to
     worry about effecting your stimuli presentation or the collection of
     data
  ii. if the hack does not work then you have to play with the script to
     figure out what might be going wrong

THE EXCEPTION!!!
do not use this hack with Psyscope for OS10!!! It will crash the screen
(block parts of it out black and freeze the machine)

SCRIPT ARCHIVE:
An archive of past Psyscope scripts is located on iac3 and is named
script_archive_04. To access it:

1. open terminal
2. type ssh –X –l username iac11.wustl.edu
3. type in your password
4. type rlogin hebb
   a. this will take you into iac3
5. type /data/iac3/space2/ccp/SCRIPT_ARCHIVE_04
6. type ls
   a. this will show you the list of all Psyscope scripts archived here
Room Reservations:

1. CCP Lab Testing Rooms: [http://eyes.wustl.edu/ccp/Logon.asp](http://eyes.wustl.edu/ccp/Logon.asp)
   a. Everyone has their own login. To get a new one ask Dr. Abrams.
   b. If the list of dates on the schedules gets low tell Dr. Abrams to update it.

2. Psych Dept Rooms: [http://eyes.wustl.edu/psychs/Logon.asp](http://eyes.wustl.edu/psychs/Logon.asp)
   a. See Carol if you want to reserve any of these rooms.

3. MIR Testing Rooms: [http://abrams.wustl.edu/east/Logon.asp](http://abrams.wustl.edu/east/Logon.asp)
   a. Login: ccplab
   b. Password: coffee
   c. The computers in these rooms belong to McDermott and Head so you'll have to ask their permission to use them.

   a. Use this website to view the schedule.
   b. To request, change, or cancel timeslots email the MRI Scheduler at: mri@npg.wustl.edu
EXTRAS:

VIEWING SCANNER USAGE – to check scanner bills before paying:
1. www.nil.wustl.edu
2. RIIS Query Module
3. enter Name and Password (RIIS Login and Password) – and click Login
4. select MR Usage and click Get Criteria (by changing this field you can also view the list of protocols that you have access to (Protocol List) and the specific on each of those protocols (Protocol Information (specific))
5. select a protocol (NP) number, select the correct bay and put in the month dates (be sure that you put in the correct numbers – if there are 31 days in a month and you put in to the 30th it will come back with bad results)
6. click Submit Query
7. view the list and verify the charges
8. go to http://www.imaging.wustl.edu:81/RIIS/RIIS_cost.html to see what current scanning rates are

ENROLLMENT REPORTS:
1. Part A – This part separates Hispanic Ethnicity and Race
   a. Ethnic Category – regardless of race, and out of the entire subject sample, simply count how many are:
      i. Hispanic
      ii. Not Hispanic
      iii. Unknown
   b. Racial Categories – regardless of ethnicity, and out of the entire subject sample, simply tally each racial category
2. Part B – This part combines Hispanic Ethnicity and Race
   a. So, of the number of Hispanic subjects you counted earlier, how many were in each racial category.
3. Make sure that the numbers marked with * correspond and that the numbers marked with ** correspond.

NIL CONTACT NUMBERS:
1. www.nil.wustl.edu
2. click on NIL contact list and that will give you all the information you every wanted to know about contacting the NIL crew
3. that list remains very up to date but if you find inaccurate info email glen and let him know
POSTERS

Printing posters is done in the Teaching Lab, Room 220, on the 2nd level with the poster printer.

1. Check the printer to be sure there is enough ink to print.
   a. On the control pad of the printer push the up arrow and view the ink levels of each color.
   b. If one is low talk to Vicki Babbitt.
2. Pick a computer in the lab.
3. Download your poster to the Desktop.
4. Open poster.
5. On the tool bar: scroll down on the window with the size % in it and change the size to “fit”.
6. On the tool bar: click on “File”, then on “Page Setup”, and then write down the dimensions of the poster (e.g. Width=52, Height=36) and click “OK”.
7. On the tool bar: click on “File”, then on “Print”
   a. Under “Printer” and in the scroll bar next to “names” scroll down and select the 500PS printer.
   b. Click on “Properties”, under “Paper” and in the scroll bar next to “size” scroll down and select “edit paper list”, then enter the dimensions you wrote down earlier and click “OK”.
   c. Under “Paper” and in the scroll bar next to “roll” scroll down and select “36 in. roll”. (The only time you would pick a different size would be if the poster height is bigger than that and someone has put the appropriate size paper roll in the printer. This will probably not happen.)
   d. Next to “Paper” box and under “Copies” box click on “Scale to Fit”, then on “Apply this scaling factor”, then on “OK”.
   e. Under “Orientation” click “Landscape” and then on “OK”.
8. You should now be on the main print window again. Click “OK” and the poster should print.
9. Delete or trash your poster from the desktop.

*If you have any problems with the computer or printer talk to David Archer.
*If you need more ink or paper talk to Vicki Babbitt or David Archer.
IMPORTANT PHONE NUMBERS AND CONTACT PEOPLE

**Scanning**

Glen Foster    gfoster@npg.wustl.edu    MRI tech – any technical scan questions – MR certification, orientation etc

Rich Nagel    other MRI tech – you will only interact with Rich when he is the tech on call for the scanner

Karen Klump    Karen@npg.wustl.edu    Status of NIL protocols, NP# assignment, NP# authorization, issues with access-number money etc

Carol Mckenna    cmckenna@artsci.wustl.edu    935-8632    fMRI subject scheduling, subject payment issues, scan report, cancel/confirm scans

Stuart    sg@iacmail    any IAC issues, purchasing new RAIDS, VNC set up issues, archiving full directories to tape – his office is upstairs on the 4th floor in the IAC room

David Archer    david@artsci.wustl.edu    935-6773    any MAC or PC issues

Dale    nightly computer backups