

Checklist: Requirements for Data Acquisition P_____

General requirements

- I have completed a YNiC User Induction..... ☐
- I am registered in the YNiC IT system (I have a YNiC IT account)..... ☐
- I have a door fob..... ☐
- I have familiarised myself with the Staff and User Responsibilities on the YNiC website.. ☐
- I know my project number (see www.ynic.york.ac.uk/information/application)..... ☐

Scan-specific requirements

- I have my stimuli and know how to run my stimulus presentation script during acquisition..... ☐
- I know how to advertise for participant volunteers in the YNiC volunteer pool..... ☐
- I know how to book scans..... ☐
- I know how to register participants in the YNiC database and add them to bookings..... ☐
- I know that I am responsible for my participant's behaviour in YNiC..... ☐
- I know how to prepare participants for this study including:
 - Contacting participants prior to the scan and sending documentation (YNiC Health and Safety and Consent forms, MRI/TMS/MEG participant leaflets etc.)... ☐
 - Preparing participants for the experimental paradigm..... ☐
 - Explaining the study-specific consent form..... ☐
 - Discussing YNiC Health and Safety and Consent forms..... ☐
 - Explaining to participants the importance of de-metalling..... ☐
 - Knowing procedures for getting participants changed..... ☐
 - Knowing how to book the interview room..... ☐
 - Knowing how much time in advance of the scan participants should arrive at YNiC for my study (this is a minimum of 10 minutes)..... ☐
- I know that I should introduce my participants to the MRI/MEG operator, rather than just directing participants towards the scan suites..... ☐
- I am aware of the data confidentiality issues related to acquiring MRI/TMS/MEG data ... ☐

Experience requirements

- I have arranged and attended the protocol setup for my project with YNiC staff (contact support@ynic.york.ac.uk to arrange the protocol setup and pilot)..... ☐
- I have been present during at least one supervised data acquisition (e.g. the pilot). The supervisor could either be a YNiC operator, project PI, or other project operator..... ☐

Once all of the items on this Checklist can be ticked, you are ready to start scanning your participants (subject to any restrictions in scan booking). If you need assistance with any aspect of this Checklist, please contact support@ynic.york.ac.uk.