Winawer Lab MRI checklist

Date:___________
Subject:___________
Operator:___________

Before Scanning

Lab

Print accession / subject number

With subject: consent and screening (including DOB, height and weight)

With subject: explain scan session (how long, etc), practice task

Control room

Check subject for metal

Response box: change to MAC

Video switch: change to MAC

Projector on (via ProPixx projector controller)

Register the subject (requires printed accession / subject number, DOB/weight, initials; initial go in the Last Name field)
For BAIR Project, make sure that the “Additional Information” field contains sub and ses identifiers (for BIDS) and a proj identifier that can be interpreted by FlyWheel; e.g., sub-wlssubj042_ses-nyu3T_proj-taskeffects

Turn on real time monitor (username: meduser, password: meduser1) or use ‘Inline Display’

Turn on eyetracker (press ‘t’) if your experiment uses eye tracking

Confirm button box / backtick working (scanner sends ‘5’); if this is not working, try restarting Matlab.

Scanner room

Wipe mirror on bird cage

Ear plugs

Head / ear / neck padding

Knee cushion

Offer blanket

Head position (Subject has to close eyes, nasion roughly aligns with etched lines)

Button box and squeeze ball

Test squeeze ball
During Scanning

- Check **number of channels** (Should be 64 + neck coil): the base of the 64-channel coil requires that the under-neck pillow be removed; the 32-channel coil does not
- Check **number of slices and volumes** (Edit properties > BOLD > Measurements); the number of volumes should be the same as the number of TRs in your experiment
- For the first functional scan, change “property” to let scanner wait for user to start, or change to repeat measurements (Edit Properties > Execution > Multiple)
- Check phase encoding direction: should be P < A for most studies (BAIR Project uses L/R instead of P/A with coronal slices)
- For BAIR project, rename EPI sequence to include the task; e.g., `<name>_task-dotTask`
- For most experiments, sequence order is: AutoAlignScout, AP/PA distortion scans, EPI scans, T1 (for BAIR the AutoAlignScout is just a Scout and AP/PA is RL/LR).
- **Talk to subject** between scans, especially when there are delays between scans

After Scanning

**Scanner room:**

- **Door closed** whenever in scanner room
- Sheets in **hamper**
- **Button box coiled** and on hook
- **Squeeze ball coiled** and at foot of scanner
- **Projector off** (use ProPixx Video Controller box in scanner room)
- Surface coil **stowed** in appropriate place
- Padding in bins

**Control room:**

- Transfer data (close patient, patient browser, transfer-- send to CBIDB, check status)
- Close session
- **Pay subject** (if outside lab or outside normal hrs)

Notes from Scan Session