Winawer Lab MRI checklist

Date: ___________
Subject: ___________
Operator: ___________

Before Scanning

__
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

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Check subject for metal

__
Response box: change to MAC

__
Video switch: change to MAC

__
Small silver response box: set to USB 001 / HHSC-1X1-TP / HID KEY 12345

__
Projector on (via ProPixx projector controller)

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Register the subject (requires printed accession / subject number, DOB/weight, initials; initial go in the Last Name field)

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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’

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

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

Scanner room

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Wipe mirror on bird cage

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Ear plugs

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Head / ear / neck padding

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Knee cushion

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Offer blanket

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

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Button box and squeeze ball

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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