Checklist for Preparing Lab Experiments

Prepare computer program	
	Make a computer program to run your experiment (see programming guide)
	Send program link to RAs to test
Create a shared folders on Box	
	Save as a subfolder in your "People" folder. That is, in the subfolder with your name.
	Name it after the line of experiments (e.g., "CueOverload")
	Use subfolders for each experiment (e.g., E1, E2, E3, etc.)
	Save data, subject logs, analyses, materials, etc. in this folder and label everything clearly
	Add a subfolder with your experiment name to the PSY 390 Box folder under the current semester
	Save the experiment link and a copy of all paper documents to this folder so the 390s have copies
Prepare Documents (if using a new Sona number)	
	Use templates from the IRB folder on Box to create consent forms, debriefing forms, and Sona description for your experiment. (Note: these will be required to receive Sona approval)
	Be sure to update the information about the duration/sessions, number of credits, and number of participants to be collected
	Check that the Sona number and title on all forms match
	Print plenty of copies (request 100+ copies at the copy center)
Prepare experiment script	
	Use the template on Box to create an experiment script for the RAs
	Make sure to specify any experiment specific documents that they will need
	Include any questions you would like the RAs to ask the subjects at the end of the experiment
	Print at least 1 copy of the script
Prepare other paper documents	
	If you have any paper-and-pencil tasks, make sure to prepare those as well
	Print plenty of copies
Prepare an experiment log and tally sheet	
	Create an experiment log to record subject number, session dates, condition, notes, etc.
	Create a subject tally sheet to track subject names, session dates, and credit assignment
	Either print to include in experiment folder or save in shared experiment folder on Box

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Prepare experiment file folder	
	Label a hanging file folder with your experiment name (e.g., "Cue Overload E1")
	Place copies of all paper documents in this folder.
	Include a copy of the experiment script and subject log (if applicable) in folder
	Have Ras place signed consent forms and other completed paper documents in this folder