

DETAILED ANXIETY LAB PROTOCOL

Updated on October 3rd, 2011

PRE-EXPERIMENT CHECKLIST

- Lab coats should be on, and make sure someone is in receptionist area 15 minutes ahead
- Make enough copies of all forms (Consent Forms Handwriting sheet, Explanation of Notecard System, Log Sheet)
- Find out who you are working with and coordinate on who will be doing what. This is a team activity.
- Operators are the ones who are in charge of the study each day, and will assign work for all RAs. During the study, they sit at the main desk and make sure that all the computers are set up correctly, physio signals are in the normal range, collect all the saliva samples, manage the money box, and make sure all physio files are in the correct folder.

1. In the Lobby Area

- Consent form, payment form, debriefing form should be ready in the lobby (pens, too)
- List of participants from SONA should be ready in the lobby

2. In the Individual Physio Room

- Bring 3 EKG electrodes and 2 GSR electrodes from the physio supply room, and all 5 sensors (white, green, red for EKG, and purple, black for GSR) to each physio room.



- Pre-gel the electrodes (just a little bit) and separate one from other electrodes using scissors
- Have some alcohol swaps ready in case the subject sweats too much

3. In the Room A

- Sufficient money should be ready in the money box (only Gabe/Sarah has access to the safe, so ask them to take our money box out of the lab's safe. Sometimes they aren't in the lab, so think ahead of time. Do not leave the money box in open view or unattended during the experiment.)

- Bring the latex gloves and waterproof pens for the RAs/Operators and enough water bottles and tissues for subjects
- Bring a waterproof pen and label stickers for saliva tubes.
- Prepare the oral swab kit: wear the latex gloves → remove enough tubes from packaging → place the tubes into the small plastic bag with the actual swabs, so each swab can be placed into the tube without touching them (see the photo) → close the lid.



4. Individual Cubicle

- Prepare saliva swab storage tubes (with the swab in it) and tissue boxes for all cubicles being used that day
- Prepare the note cards for subject ID.
- Set left computer sound to half volume and headphones to all the way up, and make sure that headphones are plugged in (below the desk).

COMPUTER SETUP

(* Remember: Left computer = Stim machine; Right computer = Physio machine)

1. Stim Computer

- Log into lab7, lab8, lab9, ... with password 7, 8, 9, ... respectively
- Open Internet Explorer and go to Internet Options → Security tab → Custom Levels → Make sure all ActiveX plug-ins and controls are “enabled” (if not, change it to “enabled”)
- Then you can use the shortcuts on the desktop to open “Saliva Survey” using the desktop link. Make sure to press F11 to use the full screen to minimize potential distraction.

2. Physio Computer

- Log into lab7, lab8, lab9, ... with password 7, 8, 9, ... respectively
- Open **Biolab 2.4**. (make sure you didn’t open different versions—**NOT Version 3.0 etc.**)
- If Biolab 2.4 doesn’t load, then turn off the computer and log in using the correct account. If it still doesn’t work, then inform Gabe about this.
- Open configuration **"Tingleyconfig.mwcfg."** from the W → Tingley folder → Gadarian and Brader Studies folder

- Press acquire (green button in the bottom) and save the bio files using the subject ID (same as the one written on the index card) onto the desktop (of the account that you're logged in), but not in the shared W drive.

3. Main Computer for OPERATOR: Once RAs finish setting up the computers,

- In the "Monitor Control" box, make "Subjects' Left: ON" and "Subjects' Right: OFF"
- Set headphones to listen only in all cubicles

MEET IN THE LOBBY

- Introduce yourself, and have subjects wait for everyone to arrive.
- Check their photo ID.
- Have them sit, thank them for participating
- Have them turn off cell phone.
- Ask if they need to use restroom before they begin

- Ask the pre-screen health questions (memorize them!)
 1. Do you have a pace-maker?
 2. Do you have doctor-diagnosed heart murmur or hypertension?
 3. Do you take any medication that may affect your cardiovascular system?
(For females, ask if they're pregnant, or lactating)

- Give them two **Consent Forms (one for them to keep, another for us to keep) and an explanation of the notecard system**
- Give them a cup of water (from the water cooler in Sarah's office) to rinse off, and have them use the bathroom if necessary, as you escort them to the physio rooms for hook-up

EXPLAIN NOTECARD SYSTEM

E: The first thing you are going to notice is a notecard on the desk that has a short word and several numbers on it. This is your unique ID number that only you have. We are going to use this so that we can link your physiological information to your responses in the study you are going to take. It will never be linked in any way with any identifying information (like your name). And just as importantly, it will allow us to link your responses today with future responses that you give when we invite you back, all without every knowing any identifying information.

What we are going to ask you to do is turn the card over, and in your own handwriting, re-write the word/numbers that are on the front of your cards using the pen that is on your desk. We will then have you do the same thing on one of our worksheets. Please print the name that appears on your card, and then record your signature. When you leave the study, we ask that you take this card with you and keep it in a safe place. At some point in the next several months, we will email you and ask if you would like to return to this lab for some additional studies. Make sure you use your own hand writing that you would use for a formal document. You will need to replicate your "signature" when you come back in. If you bring this card with you, we will be able to give you a bonus payment, so it's very important that you not lose this. If you can't find this card, you

won't be eligible for the additional payments so we recommend putting the card in your wallet at the end of the experiment. We'll have to see the card, just remembering your number will not be sufficient .

Do you have any questions about how this system works with the note-card?

PHYSIOLOGICAL HOOKUP

E: Now we will put on some sensors so that we can monitor your physiological reactions to the procedures, for example your heart rate and skin conductance. I am going to place 3 sensors on your torso. I will also place 2 sensors on your non-dominant hand. If you ever feel uncomfortable, please let me know. Let's get started.

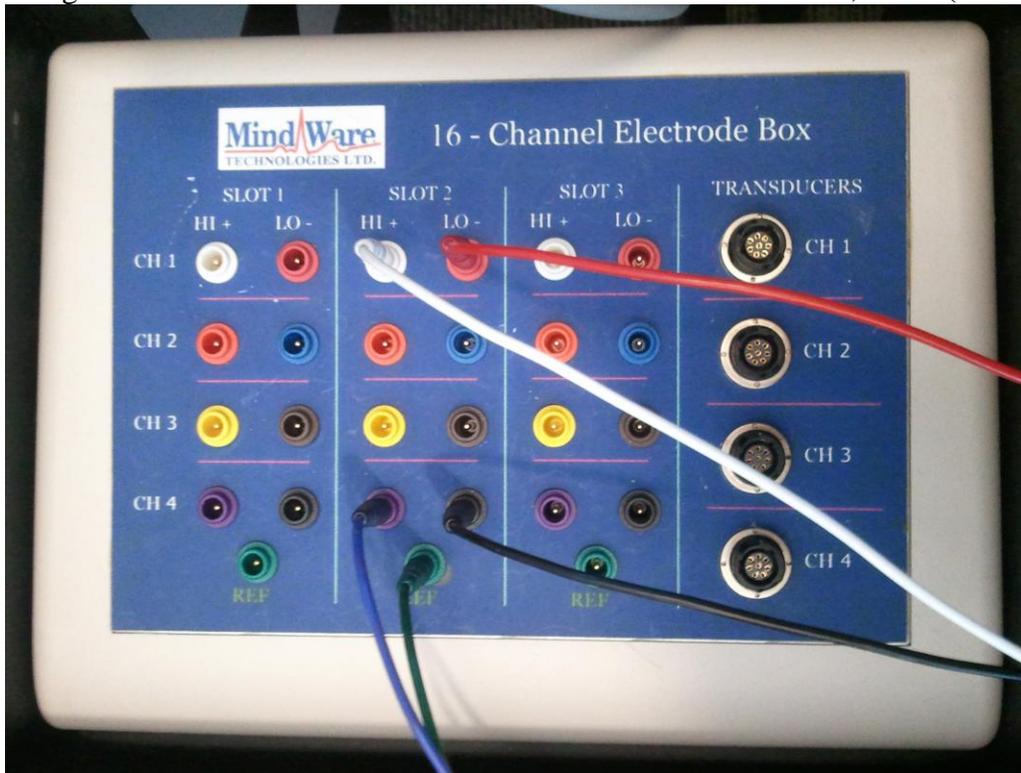
- Attach the green sensor with an ECG electrode right under the left collar bone, the red sensor an inch below the right rib, the white sensor an inch below the left rib.



- Attach the purple and black sensors with GSR electrodes on the subject's non-dominant hand. (Ask which hand they use for the mouse, and decide the non-dominant hand based on this information)



- If the subject is too sweaty, use the alcohol swab to clean up the area before attaching the electrodes.
- Once done, escort them to Room A and tell Operator that the hook-up is done. Operator tells which cubicle to go to.
- Plug all five color-coded sensor wires into the Mindware console, **slot 2 (as below)**.



SALIVARY DATA COLLECTION (SOS: *Salimetrics Oral Swab*)

Note: Make sure that all RAs and Operators are wearing latex gloves (without touching the finger parts) when collecting saliva samples.

E: Now we're going to collect the saliva samples. We will place this oral swab under your tongue for a couple of minutes, to make sure that the oral swab is fully saturated. You can hold

the tube upside down to get the swab into your mouth. But please make sure that you do not touch the swab with your hands. Use your tongue to move it under your tongue. Please fill out this (“Salivia Survey”) survey while the swab is in your mouth. We will be back here in two minutes to remove the oral swab from you, but in the meantime, please do not touch the swab. Since you cannot speak while the swab is in your mouth, please let me know now if you have any questions.

- Make sure enough time (2 minutes) has passed.
- Tell the subjects to use their tongue and spit the swab into the swab storage tube very carefully, and close the lid tightly (Do NOT let them touch the swab with their hands).
- Bring the tubes back to the operator carefully, and then tell the subject to wait while we check the physio signals.

E: *I just need to check the signals, and if everything looks good then we'll be all set to start the main study. Please use the headphones now, and adjust the volume as necessary. Please wait for a moment while we check the signals.*

OPERATOR:

- Verify that the person’s ID card matches that of the test tube (just the number).
- Label the exterior of the tube if there is no pre-printed label. (write down the date/time and subject ID on the label sticker with the waterproof pen, and place it onto each tube)
- **Start the physio recording in biolab on each computer using the panel control.**
- Check signals on the main monitor and troubleshoot as necessary.
- Tell the RAs that subject can start the task on the stim computer. (all right monitors should be OFF at this point).

E: *Everything looks great, so we're ready to get started. This computer program will run you through the study. There are two parts to this study, so when you have finished the first one, please press the “Push for Assistance” button and we will load the second part of the study.*

Please press the Push for Assistant button in front of you if you have any questions during the study. I'll come to talk to you. I'm going to get you started now.

- (1) Double-click (load) the link on the desktop to the “Brader Study.”
- (2) After S is finished with first study, close the browser window, and double-click (load) the link on the desktop to the “Gadarian study.”

UNHOOK AND DEBRIEFING

E: *All right, you've completed the study. Let's get you unhooked from these sensors (*some people prefer to remove the electrodes themselves. Let them remove it in that case...). Also you can clean the remaining gel in the bathroom before you leave. Then we will process your payment.*

- The RA will process payment and hand out the debriefing form in the lobby.

- Most importantly, make sure that subjects fill out the entire payment sheet.
- Once they are done, RA may pay \$14 to the subject.
- Remind them as they are on their way out to make sure to keep the note-card for future studies, since bringing it with them next time will allow them to earn \$5 extra the next time we contact them.
- Thank them again for participating.

POST-STUDY CLEAN-UP FOR ALL

- Press “STOP” in the biolab first, and then press “SAVE” (Note: Never press “EXIT” before “STOP”)
- Using the panel controls, turn all the right physio computers ON.
- Go to the desktop of the individual physio computer and copy the physio files (.mw) onto W drive → Tingley → Gadarian and Brader Studies → Physio Data folder. Once it is confirmed that all files are copied to the network drive, delete the physio files on the desktop.
- New data files need to be processed on computers A7, A8, or on the lobby computer (by creating hat###_EDA_ByTime.csv and hat###_Trig.csv files), and these csv files (not mw files) need to be emailed to Jonathan/Julia. (If you’re not trained to do this, please refer to a separate document.)
- Once this is done, go to the **dtingleyHDSLresearch** webpage → Project Documents → Find a link to google document (WHODIDWHAT) and note who participated in what study on what day.
- Take all the consent forms and payment forms into the anxiety study folder (Not bargaining folder), and put them into the Tingley Box.
- Move the Tingley Box back to Sarah’s Office at the end of the day.
- Take all the saliva sample tubes to the lab’s freezer.
- Clean up the physio equipment (throw out used electrodes, take the sensors back to the physio room)
- Record on the balance sheet for the money spent each session and place it into the money box (Give the money box to Sarah/Gabe at the end of the day)
- If running last session of the day, email Jonathan (if running the Qualtrics survey) or Dustin (if running the bargaining study) with the total money used for the day.
- Sign into SONA and check in those who participated. This is important because we need to re-invite people.