### Information for Subject Coordinators

When asking the subject coordinators to recruit for your participants, at a minimum, please provide them with the following information. The only things for which subjects are excluded from the database are 1) safety contraindications to scanning (e.g., metal, claustrophobia, etc), 2) prior neurological, psychological, and blood disorders, and 3) medications that may affect the blood or the brain.

1. **Protocol Name**
2. **Brief description of study**
3. **Number of subjects needed**
4. **Demographics/Inclusion Criteria for subjects**
	1. Handedness Requirements
	2. Age Requirements
	3. Gender Requirements
	4. Is there a Native English Speaker requirement
	5. Other
5. **Duration of Study**
	1. **Is time needed before the scan?**
		1. If Yes:
			1. How much time?
			2. Does the Mock/Whisper need to be reserved?
	2. **What scanner are you using?**
	3. **How long does the scanner need to be reserved?**
	4. **Is time needed after the scan?**
		1. If Yes:
			1. How much time?
			2. Does the Mock/Whisper need to be reserved?
6. **Compensation**
	1. Rate for time in the scanner
	2. Rate for time not in the scanner
	3. Expected total payment
7. **When should participants be scheduled?**
	1. Between what dates would you like the study run?
	2. What days are you available?
	3. What times are you available?
8. **Who should we CC on confirmation emails?**
9. **Where should the subject meet the experimenter?**
	1. Children’s Hospital Lobby
	2. Other
		1. If other, please upload a pdf file of directions
10. **Would you like to include your own Confirmation e-mail?**
	1. If yes, upload here
11. **Is there any other information specific to your protocol that we should know about?**
12. **What IRB protocol will cover this study?**
13. **Does your experiment use International Affective Picture System (IAPS)?**
	1. If yes, will the study be presenting potentially disturbing or distressing stimuli?
14. **Will you be using goggles or the projector?**