

Scheduling Procedures

- i. All studies to be scheduled must be first approved by the Director/co-Director, on the recommendation of the EEG Proposal Review Committee. Each study will be assigned (1) a total number of EEG sessions and (2) a study ID
- ii. The PI of each individual study has to contact Assal Habibi (Assal.Habibi@usc.edu) to schedule EEG time for the study, up to a maximum of 5 sessions (of up to 3 hours) per week. A session consists of the time period between putting on the EEG cap to taking it off, and any preparation time before the experiment and the clean up time afterward, one subject per session. Studies that need more than 5 sessions per week must have prior arrangement with Assal Habibi. The investigator must know how much time is needed to complete each trial, and the total time of each session so as to request enough time.
- iii. Every effort will be made to avoid schedule changes but machine problems may lead to unavoidable rescheduling. The investigator will be notified as soon as possible if an EEG session must be rescheduled.
- iv. Although a study can be scheduled at any time, users are strongly advised to schedule 24 hours in advance.
- v. When the user enters the DNI for a scheduled EEG session, he/she should pick up the key to the EEG room from the reception desk and an invoice form from inside the EEG room. The user should complete the form with pertinent contact information, title of project, and signature. At the end of the EEG session, the completed document must be returned to the Dornsife receptionist for processing. At the same time, the user must provide a copy of the signed consent form to the receptionist as well.

Cancellation Policy

The researcher will not be charged for any EEG session canceled at least **two working days** before the scheduled time.

Last minute cancellations

Any cancellation less than 48 working hours before the EEG session is due is considered a “last minute cancellation”. The EEG session originally reserved will be of the responsibility of the PI, unless the PI’s team finds a substitution for that time. For revenue EEG session, the PI will be billed for the scheduled session (\$50).

For pilot EEG session, the researcher given the free sessions will have the session scheduled (and not used) deducted from their allotted sessions for the particular project. ‘No shows’ will be subject to the same rules.

Extenuating reasons can be communicated to Assal Habibi, who will review them and decide about the appropriateness of a reversal of the automated procedure.

EEG Room Time Usage

Scheduled time will be strictly enforced. The investigator must make sure that the experiment fits in the requested time. The EEG room must be cleaned after each experiment. The EEG cap must be washed carefully and put in place for drying. The syringes and single electrodes must be washed and dried. Needles must be disposed. The used towels must be placed in the designated area. The EEG room must also be left in a clean state (no empty coffee cups, scrap paper, etc. on the counters). When booking a slot, post-session cleanup time **must be included** in the allotted time.

When the time slot immediately following the investigator's own session has been booked by another investigator and scheduled time runs out, the experiment will be interrupted and the investigator's team must leave. All experiment/EEG sessions must be logged in the available record book, even if the period is brief.

Investigators and their teams should arrive 15 minutes before the allotted slot begins to allow for set-up time and subject preparation. The subject's informed consent form should have been signed prior to arrival; a photocopy of the signed form will be securely filed in the Center. When investigators are using their own computers or equipment in the experiment, they must make certain that everything works before arrival.

All users are responsible for transferring their data to an approved external hard drive that is only used for purposes of transferring data right after their experiment. The external drives must be scanned with antivirus software regularly to assure that they are not contaminated with any virus or malwares. If the EEG acquisition machine is contaminated via an external drive, the responsible PI will be held responsible for all repairs.

No food is allowed in the EEG room, and beverages must never be near any of the computer equipment.