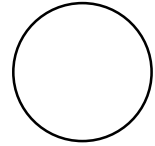




**PERMISSION NUMBER**  
**(filled by personnel)**



**1. RESEARCH**

Name of research: \_\_\_\_\_

Name of the research permission (Desired abbreviation for anitime reservation system): \_\_\_\_\_

Ethics Committee issuing the supporting statement:

Aalto University  University of Helsinki  HUS  Other: \_\_\_\_\_

Name of the applicant: \_\_\_\_\_

Short description of the research and its purpose (max 100 words): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance against loss or damage: Aalto University  Other: \_\_\_\_\_

**2. IMPLEMENTATION OF RESEARCH**

The research is for EDUCATIONAL PURPOSES (student courses)

Measurement time required for research (see rates from section 5. FINANCIAL OBLIGATION):

AC (unshielded room) \_\_\_\_\_ hours

DC (shielded room) \_\_\_\_\_ hours

Thermal Camera \_\_\_\_\_ hours

Eye Tracking Glasses \_\_\_\_\_ hours

Expiration date of the research permission in anitime (end date of the research and/or ethical statement): \_\_/\_\_/20\_\_

**3. RESEARCHER IN CHARGE / PRINCIPAL INVESTIGATOR / RESPONCIBLE TEACHER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_


Email-address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Employer (School and department, if University): \_\_\_\_\_

\_\_\_\_\_

I guarantee that all of the above is true and I commit to follow the *Operations instructions of Aalto Behavioral Laboratory* and all the effective laws and ethical guidelines while conducting this research. I ensure that all the members of the research team will follow them as well.

Date and place: \_\_\_\_\_ Signature: \_\_\_\_\_

 <b>Aalto University</b> School of Science	<b>Operation Instructions at Aalto Behavioral laboratory</b>	<b>Author</b> , date: Veli-Matti Saarinen, 11.4.2019
	<b>Appendix 2</b> <b>REQUEST TO CONDUCT RESEARCH</b>	<b>Edited</b> (name, date):

**4. RESERVATION CALENDAR** (Members of the research team who can reserve times)

Name	Email	Phone number

**5. FINANCIAL OBLIGATION** (the amount in here will be made available in the reservation system)

Billing address (if Aalto, internal billing address): \_\_\_\_\_

Project number (Aalto) / Reference code: \_\_\_\_\_

The hour rate (VAT 0) for all users (The rates may vary annually)

- AC (unshielded room)     20€
- DC (shielded room)     40€
- Thermal Camera         10€
- Eye Tracking Glasses    20€

Measurement assistance service (on weekdays 9-16)

I agree to pay for the abovementioned research a total of: \_\_\_\_\_ € (VAT 0).

Name, signature, and contact information (phone, email) of the person responsible for the financial obligation:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_


Date and place: \_\_\_\_\_ Signature: \_\_\_\_\_

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*ACCEPTED ON BEHALF OF AALTO BEHAVIORAL LABORATORY*

\_\_\_ / \_\_\_ 20\_\_\_ \_\_\_\_\_ Director of Aalto NeuroImaging infrastructure, Veikko Jousmäki

\_\_\_ / \_\_\_ 20\_\_\_ \_\_\_\_\_ Research Engineer of ABL, Veli-Matti Saarinen

 <b>Aalto University</b> School of Science	<b>Operation Instructions at Aalto Behavioral laboratory</b>  <b>EXPERIMENT CHECKLIST</b>	<b>Author, date:</b> Veli-Matti Saarinen, 26.4.2019  <b>Edited:</b>
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<b>Name of the Permission</b>	<b>Date</b>
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The purpose of this checklist is to be documentation for the researcher's experiment design in the ABL and point out noticeable issues. Tick the check boxes when you have handled the issues, fill extra information if needed or requested.

Go through this document with personnel before measurements.

## General

- Read ABL Operations instructions
- Apply for research permission
  - Supporting statement from appropriate ethics committee (Aalto, HUS, UH, etc.)
  - Financial obligation
  - Persons who can reserve time
- Training courses \_\_\_\_\_
- Read the stimulus system and device instructions
- Assistance needed
- Key card access to ABL

## Measurement Rooms

- AC
- DC (EEG, remote eye tracker, versatile stimulus synchronization)
- Else \_\_\_\_\_

## Monitoring devices

- EEG
- Number of EEG-caps: 1 , 2
- Number of channels: 32, 64
- Extra channels \_\_\_\_\_
- Sampling rate \_\_\_\_\_ Hz
- TTL-triggering (numbers 1-255)
- Name of the workspace \_\_\_\_\_ .rwksp
- Raw file folder \_\_\_\_\_
- Channel layout (10-20)



EXPERIMENT CHECKLIST

Remote eye tracker (EyeLink 1000 plus)

- Remote (250/500Hz) /  Standard (up to 2000Hz) - requires a chin rest
- Sampling rate  250  500  1000  2000 Hz
- Chinrest  Forehead rest
- Monocular  Binocular(max 1000Hz)
- Eye glasses  Contact lenses
- Max viewing angle 32° (min distance ≈ 90cm with full screen)

**Synchronization**

- PresLink  Prexel  TTL-pulses,  else? \_\_\_\_\_
- Manual Recording

Mobile eye tracker (Eye Tracking Glasses), number of glasses:  1  2

- Lens correction set
- Mobile recording unit
- Remote online monitoring (WLAN router)
- Synchronization \_\_\_\_\_

Thermal Camera

- Flir Tools  Research IR  Manually
- Synchronization \_\_\_\_\_

Data Logger

- EMG, number of sensors: \_\_\_\_\_  
positions: \_\_\_\_\_
- GSR, hand \_\_\_\_\_, else \_\_\_\_\_
- ECG
- Accelerometer, positions \_\_\_\_\_
- Protocol name \_\_\_\_\_
- Remote recording
- On-line viewing/recording
- Synchronization \_\_\_\_\_

## Stimulus system

Stimulus Software

- Presentation, version \_\_\_\_\_
- Experiment Builder, version \_\_\_\_\_
- PsychoPy, version \_\_\_\_\_
- Matlab, version \_\_\_\_\_
- \_\_\_\_\_
- Experiment folder and file name on Stimulus PC \_\_\_\_\_
- Logfiles saved?



**EXPERIMENT CHECKLIST**

Else \_\_\_\_\_

**Visual stimulus**

Stimulus monitor DC

Frequency, default 60Hz (up to 144Hz) \_\_\_\_\_

Resolution default (1920x1080) \_\_\_\_\_

Stimulus monitor AC

Frequency, default 60Hz \_\_\_\_\_

Resolution default (1920x1080) \_\_\_\_\_

Timing issues \_\_\_\_\_

Special Settings \_\_\_\_\_

**Audio stimulus**

**DC**

Panel Speakers (Panphonics)

Headphones (HD600)

Earphones (Etymotic)

Measure and adjust dB levels before measurement \_\_\_\_\_ dB

Setup file name in TotalMix FX \_\_\_\_\_ .tmss

Setup file name in EMU \_\_\_\_\_ ?

Frequency (max 32kHz with Fireface UCX) \_\_\_\_\_ kHz

Else \_\_\_\_\_

**AC**

Speakers (AC)

Headphones (HD600)

**Response device**

Keyboard

Mouse

Response pad, 6 buttons (CEDRUS)

Else \_\_\_\_\_

**Thermal Stimulator**

Software \_\_\_\_\_

**Else**

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**EXPERIMENT CHECKLIST**

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