

## Research checklist

Study Name:

Researcher:

Lab/room number:

Date:

	time	initials
<b>Before participant is in</b>		
Set sliding sign on door to occupied		
Tidy up the laboratory		
Check the necessary devices, leads, and electrodes for visible damage		
Check the settings and if necessary the battery life of the device		
Switch on the monitors before switching on the computers		
Open the necessary software and check the communication for all devices		
Place paper towels on the table to collect rubbish and gel		
Ensure all necessary supplies are set out (masks, gloves, disposable electrodes, gel, NuPrep, cotton wool, etc.)		
Ensure that a log book is available for noting down particulars		
Put out the Informed Consent form ready to be read and signed		
Take your research protocol and follow all instructions step by step		
As soon as you are ready, you can receive the participant and carry out the study		
<b>When participant is in</b>		
Ensure that you continue to work hygienically and safely throughout the study		
<b>After a participant has left</b>		
Open all doors and windows to ventilate the room for minimal 10 minutes		
Throw away all disposables		
Clean the following items in the lab with Wecoline Blauw <ul style="list-style-type: none"> <li>○ Door and door handle</li> <li>○ Desk (and handle if available)</li> <li>○ Chair</li> <li>○ Keyboard</li> <li>○ Mouse</li> <li>○ Monitor</li> <li>○ Switches from light/airco/heater</li> <li>○ All used materials</li> </ul>		
Close all doors and windows after 10 minutes of ventilation		
<b>At the end of your research day</b>		
switch off the devices		
Tidy up all participant paper- and computer data		
Tidy up the lab and control room		
Ensure that no personal data is left behind on the computers in the lab		
Clean the following items in the control room with Wecoline Blauw <ul style="list-style-type: none"> <li>○ Door and door handle</li> <li>○ Desk (and handle if available)</li> <li>○ Chair</li> <li>○ Keyboard</li> <li>○ Mouse</li> <li>○ Monitor</li> <li>○ Switches from light/airco/heater</li> <li>○ All used materials</li> </ul>		
Set sliding sign on door to free and clean with Wecoline Blauw		
Lock the door		