Instructions for your Journey to the Auditory Perception and Modeling Lab (For Single-day participants)

- **Step 1: Contacting Dr. Matthew Goupell for your interest in doing a study**
  - If you are interested in doing a research study at the University of Maryland, you can contact Dr. Goupell (email: goupell@umd.edu)
  - Let us know the dates you would prefer to test as well as your mode of transportation to the campus (car/train/etc.).
  - Give us some of your basic information (Name, Age, if you are a Bilateral/Unilateral CI user, implant type, and address etc.).
  - We will send out a more descriptive questionnaire following your email.
  - If you qualify for participation, Dr. Goupell or Tanvi Thakkar will set a tentative date for testing.

- **Step 2: Tanvi Thakkar will contact you with information about the lab**
  - Once your travel arrangements have been completed you will be directed to Tanvi Thakkar (email: tthakkar@terpmail.umd.edu), the lab manager.
  - Tanvi will send you:
    - A final date and time of testing.
    - A direction sheet to the lab
    - Parking Permit for on campus parking (will either be mailed to you or given on the day of your arrival).
    - A checklist
  - **Please have your current maps emailed or faxed (301-314-2023) to us by your audiologist well before your visit.**
  - We also have a little info at the lab website: [http://www.bsos.umd.edu/hesp/GoupellLab/](http://www.bsos.umd.edu/hesp/GoupellLab/)

- **Step 3: Travel arrangements**
  - Sandra Carcamo (email: sarcamo@umd.edu) will contact you before your trip about specific travel arrangements and reimbursement.
  - **Travel Specifics**
    - The daily food stipend is $42/day; Includes Breakfast ($8), Lunch ($10), and Dinner ($12). This is if you are staying for an entire day.
    - In addition you will be paid $20/hour or up to $120/day (in cash) for your efforts; you will receive this when you complete testing.
    - We have done everything possible to minimize your out of pocket expenses. These are the allowable expenses that you can submit for reimbursement:
      - Mileage to and from home ($0.555/mile)
      - Taxi (receipt required)
      - Tips (reasonable)
  - You will need to send your original receipts to Sandra after you return from your trip. Her address is 4321 Hartwick Road, Suite 501, College Park, MD 20740.
• **Step 4: Getting to the lab**
  o The room you will be reporting to for your testing is:
    ▪ University of Maryland, College Park
      0105 LeFrak Hall
      College Park, MD 20742
  o Refer to the direction packet to reach this address.
  o If you need to contact Tanvi on your first day to the lab, her cell number is **240-476-3661** (you may also send text messages if that is easier), and the lab phone number is **301-405-7715**.

• **Step 5: The testing**
  o We perform mapping and computerized testing for a majority of the time.
  o You will be about testing for approx. 2-6 hours in a single day.
  o There will be numerous breaks and a break for lunch.
  o If you have specific food, drink, snack requests, send them to Tanvi before you arrive.
  o Depending on our schedule and the number of breaks, the testing could end early.

• **Here are the travel specifics again:**
  o Tanvi will send you:
    ▪ A final date and time of testing.
    ▪ A direction sheet to the lab
    ▪ Parking Permit for on campus parking (will either be mailed to you or given on the day of your arrival).
    ▪ A checklist (make sure you have completed everything on this list).
  o The daily food stipend is $42/day.
  o Paid up to $120/day (in cash) for your efforts; received on completion of testing.
  o Allowable expenses that you can submit for reimbursement:
    ▪ Mileage to and from home ($0.555/mile)
    ▪ Taxi (receipt required)
    ▪ Tips (reasonable)
  o Send your **original** receipts to Sandra after you return from your trip. Her address is 4321 Hartwick Road, Suite 501, College Park, MD 20740.

• **And enjoy your time in DC and at the University of Maryland...**
Checklist for Single-Day Participants to the APM Lab

☐ Contact Dr. Goupell for interest in study participation with:
  o Name, Age, Type of CI user (Bilateral/ Unilateral), Implant Type, and address.
  o Preferred dates and mode of transportation

☐ Send Clinical maps from your audiologist to either Dr. Goupell or Tanvi

☐ Confirm final date with Tanvi Thakkar and receive:
  o Directions to Lab
  o UMD Parking Permit

☐ Receive Email from Sandra Carcamo about travel arrangements:
  o Reimbursement/ mileage/meals etc.

☐ Save any receipts you may need to reimburse.

☐ Send food/drink and special requests to Tanvi.

☐ Follow-up email received 1 week later