

Things to Know Before Arrival

The Quality of Life Engineering Research Center (QoLT ERC) is a unique partnership between Carnegie Mellon University (CMU) and the University of Pittsburgh (Pitt), integrating CMU's strength in the design, implementation, and technology transfer of robotics and intelligent systems, and Pitt's strength in health sciences and aging research. The vision of the QoLT ERC is to transform lives of people with reduced functional capabilities due to aging or disability through intelligent devices and systems.

GETTING TO AND FROM THE AIRPORT

- The public bus system is available to take you to/from the airport. You can find more information at <http://www.pitairport.com/GroundTransServlet?transtype=publicbus>. You will need to take the bus 28X to the 'University of Pittsburgh' drop-off, and one-way ticket is \$2.25.
- Taxis are also available and one-way cost is about \$40 without tips.

HOUSING

During your internship, you will be staying in [Pennsylvania Hall](#) (PA Hall) on the Pitt MAIN campus. **Please note that you will Check-in/out at a different building than your dorm building.**

Check in/out

- Check-IN
 - You can check-in as early as May 25th.
 - Upon arriving to the Pitt campus, you will need to go to the [Litchfield Towers](#). Go to the main lobby in Litchfield Towers and Check-in at the 'Panther Central' office. Panther Central is open 24/7 including Memorial Day.
 - If you do not have a car, after you check-in, ask for Jessica Larson in the Panther Central office, she will have a shuttle bus pass for you. The shuttle bus pass will get you to your dorm. This is a one-time pass.
 - If you do have a car, after you check-in, you can drive to dorm to unload your things.
- Check-OUT
 - You must Check-OUT no later than 12:00 noon on August 5th.

Dorms

- You will be sharing a double-bed room with a roommate.
- Please find information about the dorm at:
<http://www.pc.pitt.edu/housing/halls/pennsylvania.html>
- You will need to bring your own bedding and housing needs (i.e. bed linens, towels, iron, etc.). You will also need coins for the laundry room.
- Each room has Ethernet access. You will be given a Pitt user name and password before you arrive. This will allow you to access the internet.
- There is a small gym inside the dorm (a few pieces of cardio and strength training equipment, no free weights). Students will be provided access to Trees Hall where there is a larger gym. In order to get into Trees Hall, the students should bring their Panther Utility Card (which is also your room key) and a form of photo I.D. (driver's license or student ID from home institution)
- Your address at the PA Hall is:
Your name, Pennsylvania Hall, Room #,
3825 University Drive C
Pittsburgh, PA 15213-4605

Parking for Pennsylvania Hall

- The parking area map: <http://www.pts.pitt.edu/parking/facstaffParkingMap.pdf>
- Parking will be in the "OC" lot. Parking is \$5 a day (excluding weekends) and can be reimbursed if you have not surpassed the \$500 or \$250 cash allotment for travel.

LOCAL TRANSPORTATION

QoLT REU students are assigned to work at one of the four different locations:

1. Robotics Institute (RI) at CMU
2. Human-Computer Interaction Institute (HCII) at CMU
3. Rehabilitation Science and Technology (RST) at Pitt
4. The Human Engineering Research Laboratories (HERL) at Pitt

Common REU activities such as Orientation, Welcome Picnic, and Summer Lecture Series will be held in different locations. Please use this document as a reference for going to and from the different locations. Both Pitt and CMU have their campuses in Oakland area of the City of Pittsburgh, and they are about 1 mile apart.

Maps and Virtual tours

- You can take a virtual tour of the Pitt campus and learn your way around with the campus map at: <http://www.unc.pitt.edu/tour/index.html>
- You can take a virtual tour of the Pitt campus and learn your way around with the campus map at: <http://www.cmu.edu/oldhome/visitors/map/index.html>

Public Transportation - Bus (Port Authority)

- All interns who are not driving will need to purchase a monthly bus pass – this is the most economical way if you plan to use the bus daily. You will be reimbursed for your bus pass if you have not exceeded the \$500 or \$250 (if Pitt or CMU student) allotment.
- You'll want to purchase a monthly bus pass in Zone 1. You can purchase a bus pass at: <http://www.portauthority.org/PAAC/FaresPasses/Shop/PurchaseTicketsOnline/ShoppingHome/tabid/174/List/1/CategoryID/1/Level/1/Default.aspx> (please keep your receipt!)
- The bus pass is for local (Pittsburgh) transportation.
- The bus schedule is available online at: www.portauthority.org/
- Here is the link for the bus schedule in Oakland (Pitt, CMU, RST, QoLT Headquarter) <http://www.portauthority.org/PAAC/tabid/240/default.aspx>

Getting to and from CMU and Dorm Housing

- CMU RI and HCII are located in the [Newell Simon Hall](#) on the CMU campus in Oakland.
- It's within walking distance from Pitt RST (~1 mile) and dorm housing (~1 mile).
- Most of the buses on Forbes Avenue will take you to CMU.
- If coming from HERL the bus information is listed below (Getting to and from HERL).
- Garage parking is available (see <http://www.cmu.edu/oldhome/visitors/map/index.html>) at a fee. It is recommended to take a public bus to CMU if possible.

Getting to and from RST at Pitt and Dorm Housing

- RST is located at 5044 [Forbes Tower](#) on the Pitt Campus in Oakland
- Forbes Tower is within walking distance from the dorm (~0.8 mile). Forbes Tower is at the corner of Atwood and Sennott Streets. Enter the building on Atwood Street, directly across from Rite Aid Drug Store. (Do not use Meyran Avenue entrance).

- Parking at Forbes Tower is not free. There is free 1-2 hour parking available down the side streets around Forbes Tower, but it can be difficult to find a parking space and you will be ticketed if you park for longer than the allotted time.

Getting to and from the QoLT Headquarter and Dorm

- QoLT Headquarter is located at 417 S. Craig Street, Pittsburgh, PA 15213 (near the Starbucks) in Oakland.
- Meter parking is available on the street and down-side streets, but finding a place to park can be difficult.
- The Headquarter is within walking distance from CMU campus (~0.3 mile), Pitt RST (~0.9 mile) and the dorm (~0.9 mile). Most of the buses on the Forbes Avenue will get you to the Headquarter.

Getting to and from HERL and Dorm

- HERL is located at the VA Pittsburgh HealthCare System, 7180 Highland Dr., 151R1-H, Pittsburgh, PA 15206 – The main offices of HERL are in Building 4, Floor 2.
- You have two options to commute between HERL and the dorm.

1. Public Bus System (Port Authority):

- You will have to take two buses if coming from Oakland. One bus (EBO) takes you from the University of Pittsburgh (Oakland area) to the Homewood Station (between the East Liberty Station and Wilksburg Station on the schedule). There you will come down the stairs and catch the 74A to the Veterans Hospital.
- You can find the EBO bus schedule at:
<http://www.portauthority.org/PAAC/apps/pdfs/EBO.pdf>
- The 74A schedule is at:
<http://www.portauthority.org/PAAC/apps/pdfs/74A.pdf>

2. The VA shuttle (ONLY FOR HERL INTERNS)

You must show your HERL badge to ride shuttle bus. You will receive your badge when you arrive at HERL so you'll have to ride the Port Authority Bus to HERL before you can take the shuttle bus

- HERL is in the VA at 'HD' (Highland Drive), and your dorm is close to the VA at 'UD' (University Drive). Please take only the BLUE shuttle. The shuttles are parked right outside the main entrance to the VA hospital at 'UD' (a short walk from the dorm). The shuttle will take you directly to the VA at 'HD'.
- The shuttle schedule can be found at:
http://www.va.gov/pittsburgh/shuttle_schedule.pdf

The public bus and shuttle will drop you off at Building 1, which is across the parking lot from Building 4. Enter into Building 4 and take the elevators up to the 2nd floor. Make a left off the elevators and then another left. Check in at the first or second office on your right with Stephanie or Jennifer. If you encounter any problems, please call 412-365-4850.

- Driving to HERL
 - Parking at HERL is free. There are several lots located on the hospital. Most employees who work at HERL park in the large lot located between buildings 2 and 4.
 - You will have to show a photo ID (driver's license or student ID) to the guard once you get to the main gate of the VA.
 - Directions to HERL: http://www.herlpitt.org/directions_to_herl.htm

REIMBURSEMENTS

Reimbursements for transportation related expenses are up to \$500 for students who do not attend Pitt or CMU. Pitt and CMU students are provided up to \$250 in travel expenses.

- If you are traveling by air, the expenses that are reimbursable include
 - airfare
 - fees from airport to Pitt campus and back to airport (either via bus \$2.25 one way or taxi \$40 one way without tips)
 - bus pass for local transportation (\$60/month)
- If you are traveling by your own vehicle, the expenses that are reimbursable include
 - mileage (48.5 cents per mile)
 - parking at dorm (\$5/day)
 - bus pass (\$60/month for local transportation)

Receipts will be collected after you have arrived in Pittsburgh. There will be reminders sent at specific times via email to turn in your receipts so that you receive reimbursement in a timely manner (please allow 4-6 weeks for processing).

Please carefully plan to spend \$500 on travel. You will not be reimbursed for any amount over \$500; it will be an out-of-pocket expense.

FINANCIAL ARRANGEMENTS

Your stipend will be dispersed in two monthly payments; one payment will be issued at the end of June and the other at the end of July. Adjustments to the stipend will be made for your absence exceeding 3 full-time working days and for any lost or missing items or damages incurred while utilizing on-campus housing.

MEALS

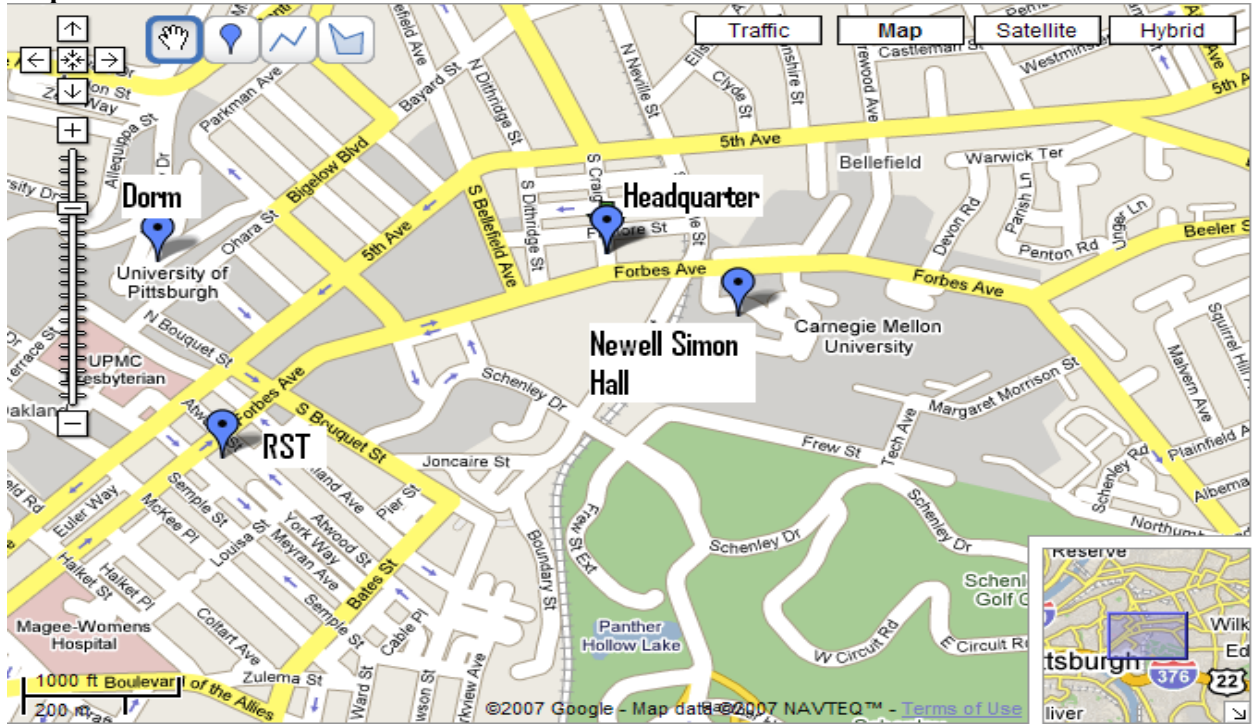
Meals aren't included. You can expect to spend about \$150-\$200/month on food and incidentals (assuming some of your meals are eaten in and some are out). All the locations where you will be working have lunch rooms available with microwaves and refrigerators. There are many restaurants available around Pitt and CMU campuses. The VA hospital at Highland Drive where HERL is located has a Canteen (cafeteria) where you can purchase food.

AREA MAP

You may use the following addresses to check online maps, and refer to the previous links of campus maps for building information.

| | |
|--|--|
| <u>QoLT Headquarter</u> | 417 S. Craig Street, Pittsburgh, PA 15213 |
| <u>Dorm (Pennsylvania Hall)</u> | 3825 University Drive, Pittsburgh, PA 15213-4605 |
| <u>CMU RI and HCII (Newell Simon Hall)</u> | 5000 Forbes Avenue, Pittsburgh, PA 15213 |
| <u>HERL</u> | 7180 Highland Drive, Pittsburgh, PA 15206 |
| <u>Pitt RST (Forbes Tower)</u> | 200 Atwood St., Pittsburgh, PA 15260 |

Map of Oakland



Map of All Locations

