Greetings!

Thank you for your interest in using Cogmed Working Memory Training in your study. Stemming from our foundation in academia, Cogmed values highly collaborations with independent investigators. Please read the below information carefully as many of your initial questions should be answered here.

**Step 1: Get familiar with the Cogmed Working Memory Training program**

Cogmed Working Memory Training is an internet based, adaptive, cognitive training program available in three age appropriate versions: Cogmed JM for pre-schoolers (ages 4 to 6 years), Cogmed RM for children and some adults (ages 7 and up), and Cogmed QM for adults. Cogmed JM trainees use the program for 15 to 20 minutes per day, 5 days per week for 5 weeks. This version has seven visuo-spatial exercises, which rotate so that the trainee completes 3 per day. Cogmed RM and Cogmed QM trainees for use the program for either 25, 35, or 50 minutes per day, 3, 4 or 5 days per week, for 5 to 10 weeks depending on the protocol selected. Cogmed RM and Cogmed QM have eleven visuo-spatial and verbal exercises, which rotate so that the trainee completes between 2 and 8 tasks per day. The standard training protocol for Cogmed, which has been used extensively in research, is 50 minutes total, 5 days per week for 5 weeks. All trainees are eligible to receive Extension Training, which is 100 additional mini sessions that can be opened up once a trainee completes their initial protocol.

To view a demonstration of the programs please go to: mycogmed.com and select “Try Out Cogmed”

Cogmed training can be done on PC and MAC computers, as well as on MAC and Android tablets. The program is no longer available via downloadable software. Reliable Internet access is a requirement for use of the program. Go to: http://www.cogmed.com/support for more detailed technical specifications.

Cogmed is available in the following languages: US English, UK English, Swedish, Norwegian, Danish, Dutch, Spanish (Castilian), Spanish (Latin American), Portuguese (Brazilian), and French (France). Translation of the program into other languages is an on-going endeavour at Cogmed however.
localization requests specifically for research will be considered within the existing development schedule for the commercial product and may not be given priority.

As a benefit of this collaboration, Cogmed provides researchers with access to a program with a large body of research evidence, allowing for comparison across studies. There is also a built in Cogmed Questionnaire measuring attention, motivation, and goals for training, as well as a computerized Cogmed Progress Indicator with three working memory related tasks to gauge trainee progress over the course of training. All trainee Training Data is de-identified and collected via the Cogmed Coaching Center and can be viewed by the trainee and Cogmed Coaches (i.e., individuals trained to support Cogmed) in real time. Researchers can receive an Excel download all participant Training Data by request from Cogmed.

Please be sure to have the basic knowledge of the Cogmed Working Memory Training product before writing up a research plan. For an overview, please go to: http://www.cogmed.com/calendar to attend an informational webinar.

**Step 2: Read the Cogmed research literature**

For a list of published Cogmed training studies, book chapters, and reviews please go to: http://www.cogmed.com/published-research. Please check this site often, as new research is published on a monthly basis. A reference page can be found at: http://www.cogmed.com/references. These papers can provide insight into future directions for Cogmed research, as well as guide the researcher in choosing assessments and control paradigms.

**Step 3: Get familiar with the Cogmed research process**

**A. Submit a research proposal for review**

Researchers are eligible to receive Cogmed Coach Training and trainee IDs at a discounted price. In order to receive the research discount, Cogmed must approve your research project proposal and a signed research license agreement must be in place. **Note:** There is a cap on how many research proposals that Cogmed can support in particular topic areas. If your topic falls outside of the areas of interest and there is a cap on your topic, please feel free to purchase Cogmed from your local distributor.

Please complete in full the **Research Project Submission Form** with your research plan. The form is available on the research section of the Cogmed website. The format of this submission form and the information requested is necessary to expedite review process. Proposals that are emailed including dissertation, grant, or IRB proposals will not be accepted. Please complete the online submission form.

The research proposal form requests the version(s) of the Cogmed program intended for the research (Cogmed JM, Cogmed RM, Cogmed QM), and the number of trainee IDs required. Each participant that
will take part in Cogmed training requires one trainee ID. The proposal should also note whether the researcher would like trainees to have access to Extension Training and account for possible attrition in the total count of IDs requested.

B. Wait for a reply from Cogmed Research

Cogmed Research receives proposals from around the world on a daily basis and these proposals are reviewed in the order that they are received. Please allow enough time for the review of your proposal, including any discussion stemming from that review, as well as the subsequent licensing and training processes when planning your study timeline. Proposal review wait time can range from 1 to 2 weeks. After a proposal is accepted, the Principle Investigator, Institution, and Cogmed must all sign a Research License Agreement (RLA). *If the Cogmed research team does not approve your project, you are more than welcome to purchase the program at cost from your local sales representative.*

C. Complete a Cogmed Research License Agreement

Once a research plan is approved, it is included in the Research License Agreement (RLA) that is signed by the Principle Investigator, the Institution where the research will take place, and Cogmed. The RLA stipulates the cost for the research project, the number of trainee IDs to be provided for the participants in the research, and the permission for the research team to freely publish their findings without interference from Cogmed. However, the researcher must provide Cogmed a manuscript and summary data prior to publication. *The discount and support of Cogmed are contingent upon the signing of the RLA. The terms of the RLA should be considered final and are only negotiated under very rare circumstances.* If negotiation of terms is required between the Institution and Pearson, please be prepared for delay in starting your study.

D. Pay the Research Fee

Once an RLA is in place, the research team will be invoiced. The cost for research can vary by country and the amount of personal support provided by Cogmed partners in each country. The price includes: Coach Training for up to 6 members of your staff, personal trainee IDs for all Coaches, all Cogmed trainee IDs for the participants in your study as outlined in the research plan, and technical support from trained specialists working with Cogmed. *Please note that only researchers with oversight from an institution (typically with an ethics board) and whose projects have been reviewed and accepted are eligible for a discount.*
E. Complete Cogmed Research Coach Training

Next, all individuals who will support trainees by serving as Cogmed Coaches are required to complete Cogmed Coach Training (Propeller). The training covers all of the information that will be needed to guide trainees through the training, including the Cogmed Coach Method. In some countries, this training can be done in-person. However, it is more often done in English via the Cogmed Coaching Center. This training is self-guided and can be done individually or in a group format but, each Coach must login and complete the required quiz material, passing with at a grade of at least 70% overall. Training should take 3 to 4 hours and can be done in multiple sessions. Training must be fully completed before a team member is given permission to create trainee usernames in the Coaching Center and to monitor trainees.

F. Start the Cogmed Research

Once trained as a Cogmed Coach, the researcher will be able to “start” Cogmed trainees in the Cogmed Coaching Center, which is an online platform where trainee performance data is collected. The Coach monitors the trainee over the course of training and provides support based on the information in the Coaching Center. Cogmed does not collect personally identifiable information of trainees and their performance data is uploaded in real time to a secured server.

Step 4: Research Project Submission Form

Now that you are familiar with the Cogmed Working Memory Training program, literature, and research process please fill out the Research Project Submission Form on the Cogmed website. Please do not send proposals in any other format, they will not be reviewed. It is absolutely crucial that you note how many trainee IDs and the particular version of Cogmed that you will require for the project. The information required in this form facilitates speedy processing of the research proposal.