

Admin Onboarding Checklist for Chory Lab Members

In addition to the tasks you are completing, there are several administrative and logistical steps we, as a lab, take to ensure your smooth transition. **Once you have worked through your checklist on your Welcome Letter**, please arrange a meeting with Dr. Chory to confirm that the lab has completed all the necessary administrative actions that have been taken care of on our end. This includes making sure you have access to software, lab space assignments, safety protocols, and other essential resources. This meeting is an important step to ensure that everything is in place for you to commence your work seamlessly and effectively in the Chory Lab. **Please print a copy of this checklist and bring it to your meeting with Dr. Chory.**

Lab Member Name: _____

Start Date: _____

Note: Not all items are required for each lab member as they depend on your research focus and position.

ONLY ITEMS IN BOLD NEED TO BE COMPLETED BY NEW HIRE. All other items are completed by the lab, admin, or Dr. Chory.

General Checklist:

- ☐ Receive the lab [Welcome Letter](#)
- ☐ Fill out the [Lab Member Welcome Form](#)
- ☐ Confirm receipt of Slack invite ([Invite link](#)) and join the lab's Slack channel.
- ☐ Be added to Benchling for lab notebook and data management.
- ☐ Receive an invite to Quartzly (from [Lab member management](#)).
- ☐ Be added to the lab's safety protocol system ([Lab and waste management system](#)).
- ☐ Gain access to & bookmark shared folders for all lab members
 - ☐ [Google Drive Folder](#)
 - ☐ Chory Lab Dropbox Folder
- ☐ Connect fund code to lab member's accounts through CCF for ordering.
- ☐ **Obtain a physical ID card for access to CCF facility and medical school (if needed).**
- ☐ Be added to and join the [CAGT Slack channel](#).
- ☐ Gain access to the calendar for the Zoom room booking.
- ☐ Receive shopper/buyer access for lab purchase (if needed).
- ☐ Be added to the chorylab@googlegroups list (for calendar invites).
- ☐ **After you have been fully onboarded, read & sign the lab [Expectations Document](#).**

Laboratory Specifics:

- ☐ Assign Desk Space
- ☐ Conduct a lab safety and space tour (including fire extinguishers, spill kits, PPE).
- ☐ Read and sign lab Standard Operating Procedures (SOPs).
- ☐ Assign spaces in -20°C, -80°C, and 4°C storage (if needed).
- ☐ **Complete all required [safety training](#).**

Software Access:

- ☐ Provide a Paperpile license for adding references to papers (if needed).
- ☐ Add access to Duke Computer Cluster (if needed).

Molecular Biology Resources:

- ☐ **Download Geneious (with reimbursement for [students](#), payment for postdocs) (if needed).**
- ☐ Create a Geneious server [username](#) (if needed).
- ☐ Assigned dedicated oligo repository spreadsheet (if needed).

For Employees/Postdocs (non-students):

- ☐ Set up an Adobe Account through [Duke Software Management](#).

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General Checklist:

- ☐ Receive and sign the [Welcome to Lab Letter](#) & sign the lab [Expectations Document](#).
- ☐ Confirm receipt of Slack invite ([Invite link](#)) and join the lab's Slack channel.
- ☐ Be added to Benchling for lab notebook and data management.
- ☐ Be added to the lab's safety protocol system ([Lab and waste management system](#)).
- ☐ Gain access to shared folders for all lab members (google drive).
- ☐ Gain access to the [Chory Lab Box folder](#) and Dropbox Folder.
- ☐ Be added to and join the [CAGT Slack channel](#).

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Software Access:

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Molecular Biology Resources:

- ☐ **Download Geneious (with reimbursement for [students](#), payment for postdocs) (if needed).**
- ☐ Set up Geneious with your username. [Instructions here](#). (if needed).
- ☐ Assigned dedicated oligo repository spreadsheet (if needed).

Temp Employees (6 months or less)

- ☐ Parking set-up ([Temp Permit Request Form](#))