

# Galloway Lab Onboarding Form

For Grad Students and Postdocs

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Follow the instructions on the "[Onboarding: Day 0](#)" protocols page. Place completed form in the Onboarding binder.

## 1. Set up the following webservices yourself.

- |                                                                |                                                                                                   |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Github account: personal or MIT email | <input type="checkbox"/> Download Git                                                             |
| <input type="checkbox"/> Zotero account: personal or MIT email | <input type="checkbox"/> Download Python                                                          |
| <input type="checkbox"/> Create an ORCID                       | <input type="checkbox"/> Download SnapGene                                                        |
| <input type="checkbox"/> Google workspace account: MIT email   | <input type="checkbox"/> Download Zotero                                                          |
| <input type="checkbox"/> Quartzzy account: MIT email           | <input type="checkbox"/> Download Adobe Creative Cloud (Acrobat, Illustrator)                     |
| <input type="checkbox"/> Download Slack                        | <input type="checkbox"/> Set up printer: <a href="http://stephenie.mit.edu">stephenie.mit.edu</a> |
| <input type="checkbox"/> Download VS Code                      |                                                                                                   |

## 2. Request access to the following webservices.

### Access to:

- \_\_\_ Slack: [Galloway Lab](#)
- \_\_\_ Lab door
- \_\_\_ Quartzzy: [Galloway Lab](#)
- \_\_\_ OneDrive/SharePoint: [GallowayLab](#)
- \_\_\_ Mailing list: [gallowaylab](#)
- \_\_\_ Mailing list if not ChemE: [gallowaylab-notchem](#)
- \_\_\_ Github: [GallowayLabMIT](#)
- \_\_\_ Lab Google calendars
- \_\_\_ Slack channels
- \_\_\_ Added to Zotero

### Access provided by:

Katie  
Katie  
Katie  
Mary, Derin, or Katie  
Mary, Derin, or Katie  
Mary, Derin, or Katie  
Mary, Derin, or Katie  
[gallowaylabmit@gmail.com](mailto:gallowaylabmit@gmail.com)  
any member of the channel  
[gallowaylabmit](#) account

### Lab Google calendars

- |                                                                                    |                      |
|------------------------------------------------------------------------------------|----------------------|
| • <a href="mailto:gallowaylabmit@gmail.com">gallowaylabmit@gmail.com</a> (general) | • iPSC Hood          |
| • Attune                                                                           | • Nikon              |
| • Birthdays                                                                        | • Travel + time away |
| • BL2+                                                                             |                      |
| • Classes + Meetings                                                               |                      |

### Slack channels

- |            |                  |                |
|------------|------------------|----------------|
| • admin    | • inst_attune    | • quotes       |
| • alarms   | • jobs_out_there | • random       |
| • bsl2plus | • lit_commentary | • sequencing   |
| • feedback | • mef_isolations | • to_order     |
| • general  | • memes          | • useful_codes |
| • iap      | • myco           |                |

## 3. Request the following physical setup.

- ☐ Lab notebook
- ☐ Office desk
- ☐ Bench, including micropipettes (P2, P20, P200, P1000), serological pipet, and benchtop waste container
- ☐ Incubator shelf (Maui, Moana, or Pua)
- ☐ Bin in the 4°C deli fridge (Kristof)
- ☐ Rack in -20°C freezer (Olaf)
- ☐ Space in liquid nitrogen

## 4. Perform the required Environment, Health, and Safety (EHS) trainings.

- ☐ Add Atlas training groups (5 under "PI – Kate E. Galloway" and "68N: Mouse")
- ☐ Complete online safety trainings, beginning with "General Biosafety for Researchers," "General Chemical Hygiene," and "Bloodborne Pathogens"
- ☐ Complete lab-specific safety walkthrough with EHS rep (Paulina)
- ☐ Complete lab-specific safety Google form
- ☐ Complete department-specific safety form
- ☐ Confirm training group reconciled with EHS rep (Paulina)

## 5. With a current lab member, perform a walkthrough of lab organization.

## 6. Add a photo (1000x1000 px) for the lab website to the [website/Portraits](#) folder in the SharePoint.