

Onboarding Checklist

Abdullah Lab, IMMEI, University Hospital Bonn

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Purpose

This checklist defines the required steps for onboarding new PhD students in the Abdullah Lab. It is organised by **timeframe** and separates **organisation of inductions** from **confirmation of completion**.

How to use this checklist

- Work through the checklist in order
 - Organise required inductions early
 - Confirm completion once inductions are finished
 - Review progress with your supervisor
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Week 0–1: Immediate essentials (organise)

Access and permissions

- Institutional account active (UKB / University of Bonn)
- Email access confirmed
- UKB ID card** received and activated
- Access to laboratory spaces granted
- Access to animal facility granted (if applicable)
- IMMEI onboarding procedure** completed
- Access to **Zeinab Abdullah shared calendar**

Communication platforms

- Added to lab **Mattermost** group(s)
- Access to **Sciebo** shared folders
- Access to **Quartzy**
- Access to **PyRAT** (if applicable)

Lab orientation

- Assigned **bench space**
- Assigned **desk space**
- Assigned storage space
- Introduced to lab members
- Emergency procedures explained (fire exits, first aid, incident reporting)
- Read **Lab expectations**
- Read **Lab etiquette**

Inductions to organise

- S2 induction** scheduled
 - iFET induction** scheduled
 - Flow cytometry core facility** introduction scheduled
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Week 1–2: Software and setup

Required software access

Ensure access to the following software as relevant to your project:

- FlowJo**
- GraphPad Prism**
- R / RStudio**
- Microsoft Office** (Word, Excel, PowerPoint)
- Mattermost**
- Sciebo**

Data standards

- Read **Data and reproducibility standards**
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Month 1: Training completion and PhD setup

Inductions and training (confirm completion)

- S2 induction completed**
- iFET induction completed**
- Flow cytometry core facility** introduction completed
- Mouse handling training completed (if applicable)

Lab and institute integration

- Familiar with core **lab models**
- Familiar with core **lab techniques**
- Aware of **institute-wide models and techniques**
- Familiar with relevant research groups within the institute
- Aware of institute **core facilities** and access pathways

Data and reproducibility

- Understands experiment naming conventions
- Understands file and folder naming rules
- Knows where raw vs processed data must be stored
- Understands reagent naming and lab-internal IDs
- Knows backup and data retention expectations

PhD milestones

- Draft **PhD project title**
 - Draft **project description / scope**
 - Identify potential **PhD committee members**
 - Discuss committee composition with supervisor
 - Organise regular supervisor meetings**
 - Clarify expectations for PhD milestones and timelines
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Completion

- Checklist reviewed with supervisor
- Onboarding acknowledgement completed (if required)

Name: _____

Date: _____

Notes

This checklist is a living document and may evolve as lab practices and institutional requirements change. If steps are unclear or missing, raise this so the documentation can be updated.