

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

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.