HPI·MS Onboarding SOP

Standard operating procedure for new students and personnel who join HPI·MS

This document enumerates all steps new students and personnel at HPI·MS must complete when they are new.

Contact:

If you have questions related to this document, please contact:

- HPI·MS Managing Director Silke Mühlstedt (silke.muehlstedt@hpi.de or Tel.: +49 331 5509-168)

In case you have questions regarding regulatory issues or you are not sure of the steps to start a new project, please contact:

- Clinical Operations Director Micol Zweig (micol.zweig@mssm.edu) (Potsdam-based requests)
- Research Program Manager Eddye Golden (eddye.golden@mssm.edu) (NY-based requests)

For IT-related questions or in case of technical problems, please contact:

- Associate IT Director Manbir Singh (manbir.singh@mssm.edu)

Steps for all new HPI·MS personnel:

1. Operations team (IT Director, Research Manager, (Clinical) Operations Directors/Managers) is alerted of new team members **1.5 months prior to starting date**:
   - If from Germany, Potsdam-side Managing Director (Silke Mühlstedt) needs to be informed of new personnel, and subsequently emails NY-side operations team and fills out a Network Account Request via the IT Ticket System for the new team member
   - If from NY, NY-side Operations Director (Savi Glowe) emails operations team about incoming new personnel, including full name, email, start date, role, supervisor, current HR status
   - ➢ HR status should be provided weekly to NY-side operations team as the user moves through the process

2. HPI·MS-NY proceeds with onboarding:
   - IT/Operations team provides Mount Sinai credentials and any necessary supplies to new person
   - IT Director sends an email to new personnel with directions attached for VPN, and regulatory/training requirements, etc.
     - i. VIP token registration and other requests can be made via the IT Ticketing System

3. After new personnel follows directions sent via email, they submit CITI training certificates, CV and HPI·MS Data Use Agreement (DUA) via the Regulatory Submission Form
   - This only has to be done **one time**. Being added to a subsequent project does not necessitate re-submitting CITI documents.

- The DUA is accessible directly from the Regulatory Submission Form.
- PRO TIP: Operations team will reach out to you if your documents are **incomplete**. You may not hear from operations team if you submitted everything properly. Please proceed to HPI·MS Research Project SOP if you need to be added to a project or are starting a new one.

Shortcut info:

Ops Director steps:

1. Alert team to new person
2. Submit network account request (if coming from Potsdam)

New personnel steps:

1. Set up VPN
2. Complete CITI Training and submit certificate along with DUA
3. Continue with HPI·MS Research Project SOP for directions if you want to register a new project or be added to an existing project.

Notes on students:

New student information will be provided to HPI·MS operations team 1.5 months prior to the start of the semester.

Students may only use data for reasons that were submitted and approved by the NY-side operations team.