

RIPLRT Institute — Onboarding Checklist (Form)

This is the **signable record** version of onboarding. The working version members use day to day is the *New Member Onboarding Checklist* template in `/templates`. Complete this form across your **first 30 days** and return it to the PI or a designated lead.

See Chapter 19 (Onboarding, Training Milestones, and Offboarding).

Member: ____ **Role / pod:** ____ **Start date:** ____ **Mentor:** _____

Week 1 — Welcome and access

- ☐ Met with PI and/or mentor; reviewed role, pod, and first project
- ☐ Read the manual; signed the **Manual Acknowledgment Form** (`manual-acknowledgment.md`)
- ☐ Added to communication channels (messaging, email/calendar) — *placeholder: confirm exact tools*
- ☐ Added to project management workspace (e.g., ClickUp / GitHub Projects)
- ☐ Added to document storage (Google Drive / OneDrive) with correct folder permissions
- ☐ Received the scientific-identity overview (Community-to-Clinic-to-Cloud, the through-line)
- ☐ Confirmed preferred name, pronouns, and communication preferences recorded

Weeks 1-2 — Compliance and training (before any data or human-subjects work)

- ☐ **CITI training** completed/current — *placeholder: institutional CITI link*
- ☐ Listed on the relevant **IRB protocol** (if the project involves human subjects/data) — *placeholder: IRB link*
- ☐ Reviewed **Data Governance Policy**; understands de-identification and access rules
- ☐ Signed any required **data-use agreements (DUAs)** for assigned datasets
- ☐ Any required health/safety or fieldwork training completed for the assigned work (*see Ch. 16*)
- ☐ GitHub account created and added to the appropriate repositories

Weeks 2-4 — Project integration

- ☐ Reviewed the **Project Pod Charter** for the assigned project
- ☐ Reviewed the **Authorship/Contributorship Agreement** for the project
- ☐ Set up local environment (R/RStudio, Python, Quarto) — *as relevant to role*
- ☐ Completed first small, scoped task and a pull request / deliverable
- ☐ Drafted an **Individual Development Plan (IDP)** with mentor

- ☐ Attended first pod meeting and one full-group meeting
- ☐ Reviewed reproducibility expectations (repo structure, naming, AI-use disclosure)

Day 30 — Check-in

- ☐ 30-day check-in with mentor and/or PI completed
- ☐ Open questions, access gaps, or training gaps resolved or logged
- ☐ IDP finalized and saved to the member record

Sign-off

Member: ____ **Date:** ____

Mentor / lead: ____ **Date:** ____

PI: ____ **Date:** ____

Notes / follow-ups:
