

New Member Onboarding Checklist

Copy this into the new member's onboarding folder. Mentor and member complete it together.

Member: __ **Role:** __ **Pod/Project:** __ **Mentor:** __ **Start date:** __

First 7 days

- ☐ Read the RIPLRT Institute Research Group Manual
- ☐ Sign the **Manual Acknowledgment Form** (/forms/manual-acknowledgment.md)
- ☐ Intro meeting with mentor; intro meeting with PI
- ☐ Understand assigned project and pod role
- ☐ Accounts/access provisioned (least privilege):
- ☐ Messaging channel
- ☐ GitHub organization
- ☐ Shared drive (Google Drive/OneDrive)
- ☐ Project tool (ClickUp / GitHub Projects)
- ☐ Project-specific tools (list): __
- ☐ Add short bio + (optional) photo to group directory
- ☐ Set/share availability

First 30 days

- ☐ CITI/IRB training appropriate to role completed
- ☐ Added by name to relevant IRB protocol(s) (if human-subjects data)
- ☐ Tool onboarding: Git/GitHub basics
- ☐ Tool onboarding: R or Python environment set up
- ☐ Tool onboarding: reproducible-notebook walkthrough
- ☐ Reviewed Data Governance (Ch. 11) and Responsible AI (Ch. 13)
- ☐ Owns one defined, mentored task mapped to a deliverable
- ☐ Individual Development Plan (IDP) drafted with mentor

First 90 days

- ☐ Independently owns a named deliverable
- ☐ Presented once to pod/group
- ☐ First IDP check-in completed

Onboarding complete — sign-off: Member __ **Mentor** _ **Date** __