**A close-up of a logo

Description automatically generatedGlobal and Environmental Health Lab Onboarding Package**

York University, 2024

Please fill out this document and save to your OneDrive folder with the following naming convention: **YourName\_Onboarding\_Year.** This is a living document, meant to help keep you accountable and track your progress as you work at the lab. Please ensure that you refer to it frequently (especially the timeline section) and keep to the guidelines outlined.

**Basic information**

Name:

Contact information (current and accessible email address):

Date:

**Onboarding details**

1. My research topic is
2. Intended start date
3. I anticipate finishing this research project by
4. Expected output (e.g., rapid review, scoping review, research article)
5. Anticipated presentations
6. Hours per week committed to lab tasks

**Checklist**

I have chosen a research project in consultation with Dr. Boateng and decided on the type of output and timeline for completion.

I have thoroughly read the lab manual and agree with the terms outlined in the document.

I have access to the **Resources** folder on OneDrive.

I have created a folder for my work in the **Intern Work** folder on OneDrive.

I have completed the [Scientific Skills Assessment](https://myidp.sciencecareers.org/) and uploaded a PDF version to my OneDrive folder.

I have created a Zotero group folder for my work and shared it with Dr. Boateng and the lab coordinator.

I am aware of lab meeting times and will attend all weekly meetings, making sure to provide relevant updates on my work.

I know where the Dahdaleh Institute for Global Health Research is located and have also visited the lab, located inside the Institute.

I will conduct my research with integrity and will not fabricate or misrepresent any findings.

I will regularly consult with Dr. Boateng on my results and any issue concerning my research.

I will make good use of the books, computers and resources available at the lab and the Dahdaleh Institute.

**Timeline**

|  |  |
| --- | --- |
| **Date** | **Expected progress** |
| ***e.g., 1st August, 2024*** | ***I expect to finish my literature review by this date and to submit a draft to Dr. Boateng for his comments.*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

GEHLab Onboarding Signature Form

I confirm that I have read through this checklist and completed all tasks required for onboarding at the Global and Environmental Health Lab (GEHLab). I raised all questions or concerns about the lab policies and onboarding procedure with Dr. Boateng and the lab coordinator, and I am satisfied with the outcome of those discussions. I agree to abide by the policies outlined in this checklist.

Name:

Lab role:

Signature:

Date:

Lab director’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab coordinator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_