**HMS Faculty Onboarding Checklist**

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| **ASAP** | **Offices**  |
| * Prepare [CV in the Harvard format](http://cv.hms.harvard.edu/) and materials for appointment process

 * With aid from research administrator, obtain release from former institution for sponsor-funded equipment, if applicable
	+ Equipment List
* Complete EH&S Lab Move-in Checklist. Link: <http://ehs.harvard.edu/programs/lab-setup>
* [Submit Visa application](http://www.hio.harvard.edu/) for faculty member and family members if applicable
* Initiate process for new appointment
* Set up account for purchases with financial administrator

 * Set up eCommons password, obtain PIN login and password, and obtain email address through RITG Customer Service Representatives (CSRs) (ask research administrator for contact information)
* Contact the [Office of Technology Development](http://otd.harvard.edu/) to arrange for transfer of materials and signature of incoming MTAs.
* Initiate new Data Use Agreement to HMS, if applicable.
* Contact the Office of Technology Development to arrange for transfer to HMS of research materials agreements. If transferring data or in need of accessing data, initiate new Data Use Agreements at HMS.
* Contact the Office of Technology Development to arrange for transfer to HMS of any industry sponsored research agreements.
* Committee on Human Studies: IRB registration
* Anyone working directly with human subjects, data, or tissue that he or she can link back to individual subjects, must acquire an [IRB registration](http://www.hsph.harvard.edu/ohra/estr-information/)
* [IACUC Animal Protocol](http://hms.harvard.edu/departments/hma-standing-committee-animals/forms)

Any investigator with grant funding awarded through HMS for research that includes animal experimentation, or using animals for research funded in any other manner, is required to submit the approved Animal Experimentation Protocol with approval documentation. The vertebrate section of the grant should be submitted along with the animal protocol for congruency review.* Contact HCCM regarding transfer of animals/quarantine

Harvard Center for Comparative Medicine (HCCM) is the animal facility at HMS. You will need to use your HUID login to access forms for applying for an IACUC protocol, etc. Contact the Associate Director of Animal Care, Training and Operations, Lillian Scott, to arrange for suitable housing and procedure space in the animal facility. * Contact [HMS Information Technology](http://it.hms.harvard.edu/) about data storage and computing needs

Director of Research Computing: christopher\_botka@hms.harvard.edu* Contact [Harvard housing office](http://www.huhousing.harvard.edu/HarvardUniversityHousing/Contactus.aspx)/real estate offices regarding relocation
* Contact Planning & Facilities for moving arrangements.
* Obtain [childcare information from Harvie](http://harvie.harvard.edu/Work_Life_Balance/Caring_for_Children) Use HUID and PIN to access
 | **Faculty Affairs**<http://www.fa.hms.harvard.edu/>PH: (617) 432-1540Email: OFA@hms.harvard.edu**Environmental Health @ Safety**<http://ehs.harvard.edu/>PH: (617) 432 - 1720Email: ehs@harvard.edu**Department****Department****Finance / Department/ORA****Department****OTD**<http://www.techtransfer.harvard.edu/>PH: (617) 432-0920Email: hms\_otd@harvard.edu**Department & ORA****OTD****OTD****Office of Human Research Administration (OHRA)** <http://www.hsph.harvard.edu/ohra/department-assignments/hms-hsdm/>PH: 617-432-2149**HMA Standing Committee on Animals/ IACUC**<http://hms.harvard.edu/departments/hma-standing-committee-animals>PH: (617) 432-3192Email: IACUC@hms.harvard.edu**HCCM**<https://hccm.med.harvard.edu/welcome>PH: 617-432-1285hccmwebmgr@hms.harvard.edu**Department****Department****Office of Work/Life**<http://employment.harvard.edu/benefits/worklife/>PH: 617-432-7448Email: worklife@hsph.harvard.edu |
| **30-60 Days Prior to Start** | **Offices** |
| * Learn about the HMS Faculty Policy on Conflicts of Interest and Commitment (hyperlink to policy). If you have any questions, reach out to the Office for Professional Standards and Integrity.
* Arrange for transfer of grants with financial administrator and Sponsored Programs Administration. The proposal to transfer the award should be submitted at least 30 days in advance of the effective date of transfer to avoid gaps in funding.
* Register any applicable materials with Committee on Microbiological Safety (COMS).
* [Committee On Microbiological Safety registration](http://hms.harvard.edu/departments/committee-microbiological-safety/registering-coms)

COMS is a standing faculty committee that reviews all research involving recombinant DNA as well as work involving biohazards at Harvard and its 16 affiliated institutions. Use of these reagents requires a COMS registration. * Review [benefits package](http://hms.harvard.edu/human-resources-0/benefits) and contact Human Resources with questions
* Obtain [parking permit or MBTA pass](http://hms.harvard.edu/departments/campus-planning-and-facilities/campus-operations/commuter-services-and-parking)
* Speak with financial administrator to complete new hire paperwork
* Begin online training for animal use. HMS subscribes to the AAALAS learning library. Online courses must be completed prior to protocol approval <http://hms.harvard.edu/departments/hma-standing-committee-animals/policies-guidelines-sops-training/training>.
 | **Office for Professional Standards and Integrity** <http://hms.harvard.edu/about-hms/integrity-academic-medicine/office-professional-standards-and-integrity>PH: (617) 432-1343Email: outside\_activities@hms.harvard.edu**Committee on Microbiological Safety (COMS)**<http://hms.harvard.edu/departments/committee-microbiological-safety>PH: (617) 432-4899Email: Rebecca\_Caruso@hms.harvard.edu**Office of Human Resources**<http://hms.harvard.edu/humanresources>PH: (617)-432-2035Email: Human\_Resources@hms.harvard.edu**Commuter Services and Parking Office**<http://hms.harvard.edu/departments/campus-planning-and-facilities/campus-operations/commuter-services-and-parking>PH: 617-432-1111Email: parking@hms.harvard.edu**Department****HMA Standing Committee on Animals/ IACUC**<http://hms.harvard.edu/departments/hma-standing-committee-animals>PH: (617) 432-3192Email: IACUC@hms.harvard.edu |
| **Upon Arrival** | **Offices** |
| * Complete [EHS training](http://www.ehs.harvard.edu/training) and get HUID.

Complete the Outside Activity Report ([outsideactivities.hms.harvard.edu/OAR](http://outsideactivities.hms.harvard.edu/OAR); login is HUID and passcode is PIN); and If you plan to engage or are presently engaged in PHS funded research, complete the [training on the PHS COI regulations](https://www.citiprogram.org/) .Instructions for CITI Training:<http://hms.harvard.edu/sites/default/files/assets/Instructions%20for%20CITI%20Training.pdf>* Discuss with Department Administrator, Chair, or HMS Records Manager Harvard University’s Records Management policies and faculty responsibilities. Further information can be found at: [http://grs.harvard.edu](http://grs.harvard.edu/)
* Discuss with Department Administrator, Chair, or HMS Records Manager Harvard University’s Research Data and Materials Management policies and faculty responsibilities.

 Further information can be found at: <http://osp.fad.harvard.edu/content/retention-of-research-data-and-materials>  | **Department****Office for Professional Standards and Integrity** <http://hms.harvard.edu/about-hms/integrity-academic-medicine/office-professional-standards-and-integrity>PH: (617) 432-1343Email: outside\_activities@hms.harvard.edu<http://hms.harvard.edu/sites/default/files/assets/Instructions%20for%20CITI%20Training.pdf> |