

New Researcher Checklist – Meharry Medical College

Onboarding & Institutional Access

- ☐ Obtain Meharry ID badge and NetID credentials
- ☐ Set up email and access to Meharry's network systems
- ☐ Request access to relevant software (e.g., IRBNet, REDCap, iLab)
- ☐ Tour of research facilities (labs, cores, libraries)

Compliance & Required Training

- ☐ Familiarize yourself with Meharry's research misconduct and whistleblower protection policies
- ☐ Save contact information for compliance questions:
 - IRB: IRB@mmc.edu
 - IACUC: IACUC@mmc.edu
 - IBC: IBC@mmc.edu
- ☐ Complete additional training modules via HealthStream (if applicable)
- ☐ Register for eProtocol system access (for submitting protocols to IRB, IACUC, and IBC)
- ☐ Complete CITI Program training:
 - Human Subjects Research
 - Animal Research (if applicable)
 - Responsible Conduct of Research (RCR)
 - Conflict of Interest (COI)
- ☐ Review and sign Conflict of Interest Disclosure (via Cayuse or equivalent)
- ☐ Familiarize with Meharry's IRB, IACUC, and IBC processes
- ☐ Attend New Researcher Orientation (if available)

Grants & Funding Support

- ☐ Meet with Office for Research & Innovation staff
- ☐ Register with NIH eRA Commons, Grants.gov, and ORCID
- ☐ Review internal funding opportunities and deadlines (e.g., pilot grants)
- ☐ Schedule a grant development consultation
- ☐ Understand pre-award and post-award processes

Research Infrastructure & Resources

- ☐ Set up REDCap account for data collection
- ☐ Schedule training for core labs (genomics, imaging, biostatistics, etc.)
- ☐ Review available resources from the Health Sciences Library
- ☐ Get IRBNet and iLab system access/training (if applicable)

Collaboration & Communication

- ☐ Join a research interest group or center (e.g., SACS, CTSA, cancer, HIV, AIM-AHEAD)
- ☐ Attend Research Seminar Series and Grand Rounds
- ☐ Schedule introductory meetings with key faculty or collaborators
- ☐ Join research mailing lists and Teams/Slack channels

Career Development & Mentorship

- ☐ Identify potential mentors and request a research mentoring plan
- ☐ Explore training programs (e.g., KL2, T32, AIM-AHEAD fellowships)
- ☐ Review publication guidelines and data-sharing policies
- ☐ Track publications via MyBibliography and NIH Reporter

Equity, Ethics, and Community Engagement

- ☐ Review Meharry's mission for equity-focused research
- ☐ Attend a session on community-engaged research
- ☐ Learn about local partnerships and community-based projects
- ☐ Engage with the Office of Faculty Affairs or Diversity & Inclusion (optional but recommended)

Technology & Security

- ☐ Review Meharry's data security and privacy policies
- ☐ Use VPN for remote access to research systems
- ☐ Get training on data storage best practices (HIPAA, PHI compliance)