

Checklist for Graduating Students Leaving M-Safety Lab

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	Return project supplies (clipboards, laptops, etc.)
	Return PIV card to the VA, if applicable
	Leave contact information with Project Manager (Jessica)
	Review "Reminders about Intellectual Property for the M-Safety
	Lab Research Project" Document
	Create project summary and lessons learned document - upload
	to CHEPS server and send to Project Manager (Jessica)
	Meet with incoming students to discuss project
M-Safety Lab Project Manager	
	Remove students from IRB protocols
	Close down access to M-Safety Lab MBox
	Close down access to M-Safety Lab server
CHEP	S Administrator
	Close down access to CHEPS server

Thank you for all of your hard work and good luck in your future endeavors!!!!!

This tool was developed as part of the University of Michigan M-Safety Lab with grant funding from the Agency for Healthcare Research and Quality (P30HS024385). Citation to reference this work: Checklist for Graduating Students Departing the M-Safety Lab. Training Resources Developed for the M-Safety Lab. August 28, 2019. Available at https://psep.med.umich.edu/msafetylab.html.