M-SAFETY LAB
UNIVERSITY OF MICHIGAN HEALTH SYSTEM

Checklist for Graduating Students Leaving M-Safety Lab

Student
- ☐ 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

CHEPS Administrator
- ☐ Close down access to CHEPS server

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