New research group at the Faculty of Medicine

☐ Refer to the SmartLab project webpage & contact the Faculty key user
☐ Plan the system implementation with the key user
  ☐ Fill the two Excel files with needed preliminary information
  ☐ Schedule a configuration meeting (~3h) with the key user
  ☐ Schedule a training (~1h) with the key user for the whole group members

*You are ready to use the eLabNext system in your research group. All support is provided by the Faculty key user.*

New collaborator in the research group

☐ Contact the Faculty key user with the following information
  ☐ New collaborator email address (@unige.ch or @etu.unige.ch)
  ☐ The date when the license has to be activated
☐ Pay the license
☐ Ensure the collaborator is following the newcomer training

Collaborator leavings the research group

☐ If the collaborator had some samples recorded in the system, transfer it to someone who remains in the group (usually the PI or the super user)
☐ “Delete” the collaborator: “Configuration” → “Group member” → Trash bin symbol
☐ Inform the Faculty key user

*The data recorded by the collaborator remain in the system and you can still access it.*

*The license of this collaborator is still available up to the end of the paid year and you can ask the Faculty key user to use it for a new collaborator in your research group.*
Closure of the research group

☐ If you have data you need to keep with you, you can export it with your hierarchy authorization by using the ELN export module (“File storage” – “ELN export”)

☐ Contact the Faculty key user to close your research group in the eLabNext system

Once your research group is close in the eLabNext system, you will not have access to the data or the system anymore.

Institutional Policy on Research Data Management