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

☐ Add the collaborator: “Configuration” → “Group members” → “Invite member”. Enter the email address of this new collaborator (only @unige.ch or @etu.unige.ch)
☐ The collaborator receives an email with an invitation to join the group
☐ 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

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