

How to join a lab in the Department of Bioengineering

Please carefully read and complete the instructions below to join a lab in the Department of Bioengineering. You may send questions to Ian Armstrong at i.armstrong@northeastern.edu. However, **questions that can be answered by reading the instructions below may not receive a response.**

Step 1: Verify that you have an active status with Northeastern University (e.g. student, staff, faculty, volunteer, visiting scholar). For volunteers, visiting scholars, and visiting researchers, please note that obtaining a Sponsored Account may not be sufficient for lab access. If you are not sure if you have an active status with Northeastern University, contact the Department of Bioengineering Business Manager, Esther Cohen, at e.cohen@northeastern.edu.

Step 2: Contact the faculty member/PI of the lab you wish to join. Once you have reached an agreement to join the lab, move to the next step.

Step 3: Self-register for the lab in BioRAFT.

- A. Navigate to <https://northeastern.bioraft.com/>. Or, log into myNortheastern and click on the BioRAFT link
- B. Log into BioRaft with your myNortheastern username and password
- C. Click "My Account"
- D. Click "My Profile"
- E. Click "Self-register for a Lab" and follow the instructions (do not check or uncheck any of the checkboxes)
- F. Once you complete this, move to the next step of this document.

Step 4: Complete all safety training requirements for the lab. Complete online trainings in BioRAFT. Register for classroom trainings in BioRAFT, then attend in person. Not sure what safety trainings you must complete? Refer to the *Bioengineering Safety Training Requirements* document located at <https://bioe.northeastern.edu/community/resources-for-current-students/forms/>

To access online trainings:

- A. Click on Training > Course Directory
- B. Click on Launch Course for each online course you must complete.

To register for classroom trainings:

- A. Click on Training > Course Directory
- B. Click on Sign Up for each classroom course you must complete.
- C. Sign up for the classroom session that works with your schedule

Important: when you log into BioRaft, the main page will show you a table of required trainings. **This table may not be comprehensive.** The only way to know if you have completed all the required training for your lab is to compare the *Bioengineering Safety Training Requirements* document to your full

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training history in BioRaft. To view your full training history, navigate to Training > My Training > filter for "All" > click "Submit".

Once you complete the required safety trainings, move to the next step.

Step 5: Subscribe to the listserv(s) for the lab you are joining. Enrollment to the listserv(s) and monitoring of emails sent to the listserv(s) is **mandatory**, as important safety-related announcements are sent to these listservs. Once you complete this, move to the next step.

Lab	Required listserv(s)	How to enroll
AsthaGiri, Bajpayee, Bellini, Clark, Dai, Li, Makowski, Oakes Parameswaran, Rouhanifard, Ruberti, Shefelbine	1. BIOE-labs-ISEC	<ol style="list-style-type: none"> 1. Send an email to listserv@listserv.neu.edu with <i>subscribe BIOE-labs-ISEC</i> as the first line of the message body 2. Follow the instructions in the confirmation email to confirm your subscription
Chung, Fang, Niedre, Yaseen	<ol style="list-style-type: none"> 1. BIOE-labs-ISEC, 2. TBP 	<ol style="list-style-type: none"> 1. Send an email to listserv@listserv.neu.edu with <i>subscribe BIOE-labs-ISEC</i> as the first line of the message body 2. Follow the instructions in the confirmation email to confirm your subscription 3. Send an email to listserv@listserv.neu.edu with <i>subscribe TBP</i> as the first line of the message body 4. Follow the instructions in the confirmation email to confirm your subscription
Slavov, Systems Bioengineering/E. Levine	1. BIOE-labs-Mugar	<ol style="list-style-type: none"> 1. Send an email to listserv@listserv.neu.edu with <i>subscribe BIOE-labs-Mugar</i> as the first line of the message body 2. Follow the instructions in the confirmation email to confirm your subscription

Step 6: Complete the online Bioengineering Facility Access Request Form located at <https://bioe.northeastern.edu/community/resources-for-current-students/forms/>. Not sure what access to request? Refer to the *Standard Facility Access for Bioengineering Research Groups* document located at <https://bioe.northeastern.edu/community/resources-for-current-students/forms/> or reach out to the faculty member/PI. Once you complete this, move to the next step.

Step 7: The online access request form will automatically send the faculty member/PI an email to review the request and approve or deny it. Once the request is approved, **allow for 7 to 10 business days for access to be granted**. You will receive email notification when access is granted.

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Step 8: Make a note of the expiration date of your access. Reach out a minimum of 7 to 10 business days in advance to extend or renew access.

Step 9: Keep up with annual online refresher trainings in BioRaft.

Step 10: To request access to additional lab spaces, repeat Steps 4 through 7.