Topics to discuss with Department MSO

- Office and Lab Space Locations;
- Access to Keys and Campus ID;
- Introductions to departmental staff: Graduate student service officer, systems, lab safety, purchasing & personnel ... (who to see for which type of support);
- Introduction to proposal support team;
- Purchasing, Travel, and reimbursement processes;
- How to check status of IC and research funds;
- Ways to get furniture for office, lab, students;
- Email aliases for students and faculty
- Benefits: When is open enrollment and where to get related info?