Checklist		
Logistics to Handle Before Participant Arrives		
Completed	**What**	**Who**
☐	**ORISE has been informed** that I have selected this participant and has been given an accurate start date. (Participants cannot start their appointments prior to receiving ORISE authorization.)	
☐	Office/laboratory **space and equipment have been identified** for the participant.	
☐	The process of **identifying housing** for my participant is completed (if I am the responsible party).	
☐	My **group members have been notified** that I am hosting a program participant.	
☐	I have **discussed the project and my participant's goals with others** who will also be mentoring him or her.	
☐	All others who will mentor this person have **completed this mentor orientation.**	
☐	I have **contacted my participant** and provided suggestions on reading materials or other preparations for the project.	
☐	The process to get my participant **cleared and badged** is completed.	
☐	**Safety training** is planned and scheduled.	
☐	**Project specific training** has been planned and scheduled.	
☐	**Access to computer** networks and Internet has been arranged.	
☐	An **orientation has been planned** for the first week.	