

## Research Program Startup Checklist

(<http://go.engineering.illinois.edu/ResearchChecklist>)

Beyond your everyday office needs, Engineering IT can help your research program in a variety of ways. We're available to help remove various types of old computer equipment, process it, and send it to campus surplus. We can also help get specifications on customized computer systems, or connect you with a variety of computational and storage service providers to help you with your research activities. If you have any questions or if there's something that you need which isn't listed below, Mark Hart, Engineering IT's Research Technology Facilitator, is here to help. Just email [engrit-help@illinois.edu](mailto:engrit-help@illinois.edu).

Below is a list of considerations you might have as you begin building your research program at Illinois.

### RESEARCH ENVIRONMENT

- Physical Lab Space – Contact your building's facility manager.
- Datacenter Space – If you need a Virtual Machine (VM) or if you have your own server equipment and need a place to keep it, contact Engineering IT. ([engrit-help@illinois.edu](mailto:engrit-help@illinois.edu))
- Networking requirements – special networking configurations, additional data ports, etc.
- Processing Surplus Equipment – Engineering IT can help process surplus computer equipment. Our [pickup request form](#) is a great place to start. For non-computer equipment, contact your building's facilities manager.

### EQUIPMENT, INSTRUMENTATION, and LAB SUPPLIES

- Research systems, instruments, and other devices (IoT Devices, sensors, microscopes, etc.)
- Computer Components, Chemicals, and Lab Supplies: [Chemical Sciences Storeroom](#), [Materials Research Lab \(MRL\) Storeroom](#), [Electrical and Computer Engineering \(ECE\) Stores](#), [University of Illinois iBuy](#)
- [Computation needs](#) – will you use [XSEDE](#), [Blue Waters](#), the [Illinois Campus Cluster](#), [Amazon Web Services \(AWS\)](#), Microsoft Azure, or will you build your own solution?
- Purchasing assistance – Engineering IT can work with vendors to create quotes tailored to your project's specifications.

### SOFTWARE and DATA CONSIDERATIONS

- System Security and Access Controls – Engineering IT can help you avoid security compromises and data loss.
- Requirements for [Data Management Plans](#), [Public Access Plans](#), and [Export Control Restrictions](#)
- Code sharing and version control solutions (i.e. [GitLab](#))
- Software licensing (i.e. [Webstore](#))
- [Data Storage and Access Options](#)
- [File Management Standards](#)
- Data Backups

### PROJECT TEAM MEMBERS and COMMUNICATION

- Graduate Students, Post-docs, and external collaborators (those outside the University of Illinois)
- Training ([Institutional Review Board](#), [Lynda.com](#), [CSE Workshops](#), [Research-specific workshops](#), etc.)
- Consultation ([Data Analytics and Visualization](#), [Data Management Planning](#), [Statistical Consulting](#), etc.)
- Collaboration software (team chats, secure remote session sharing)
- Project website / wiki space
- Meeting Rooms
- Mailing Lists

### SUPPORT and SYSTEMS MANAGEMENT

- Self-managed, [Partial, or Full support](#) – Engineering IT can help provide a tailored solution for your needs.