

## Center for Matter at Atomic Pressures (CMAP) - Onboarding

*Introduction:* Welcome to the NSF Center for Matter at Atomic Pressures (CMAP)! We are excited to have you join our dynamic research community. This onboarding policy is designed to ensure a smooth and comprehensive integration of new researchers into the CMAP team. We look forward to your valuable contributions. If you have any questions or need assistance, please feel free to reach out to the CMAP Administrator.

### 1. Background Information:

- **Review CMAP website:** <https://cmap.rochester.edu/>
  - About Us/Values page: (contains information on the operating principles for collaboration and co-authorship and publications)
  - Visit the Research/Publications and People pages.
- **Watch CMAP videos:**
  - Overview of CMAP (March 2021):  
<https://www.youtube.com/watch?v=EgWp0WfTr9k>
  - What we found when we went looking for another Earth (January 2022):  
<https://www.youtube.com/watch?v=IrAFaONyLtU>
  - How to find a planet you can't see (January 2022):  
<https://www.youtube.com/watch?v=STsl6IbPbGQ>
  - This giant laser can simulate a planet's core (August 2022):  
<https://www.youtube.com/watch?v=gMaKhXkihGQ>
  - Something weird happens when you keep squeezing (November 2023):  
<https://youtu.be/NqabT21d8VM?feature=shared>

### 2. Onboarding Meetings:

- **Individual Meetings:** New researchers will have one-on-one meetings with their immediate supervisor/faculty advisor to discuss specific roles, responsibilities, and expectations.
- **Team Introduction:** Researchers will be introduced to their respective research groups and other team members, fostering connections and collaboration from the start.

### 3. Training and Orientation:

- **Orientation:** Team members will utilize their home organization's orientation program. Team members will receive the CMAP Decision Making Process outline and the CMAP Action Plan for Conflict Management.
- **Safety and Compliance Training:** Team members will undergo safety and compliance training from their home organization.

### 4. Research Facilities and Resources:

- **Facility Tours:** New researchers will have the opportunity to tour and utilize collaborative research facilities.

- **Safety and Equipment Training:** Researchers will receive hands-on safety and equipment training before facility use.
5. **Integration into Research Teams:**
- **Collaborative Sessions:** New researchers will participate in CMAP team meetings, such as the Weekly Meetings, relevant MA-specific meetings, and relevant working group meetings, such as the biweekly student and postdoc meetings. Contact the CMAP Administrator to be added to all appropriate mailing lists.
  - **Mentorship Program:** New researchers will have the opportunity to receive mentorship from other CMAP team members – both peers and senior personnel. Collaboration opportunities will also be offered.
6. **Inclusion in Center Activities:**
- **Participation in Center Programming:** New researchers will be invited to register for appropriate programs such as the CMAP Science Communications Bootcamp. They will also be invited to volunteer in leadership and presenter roles during signature CMAP programming: the Undergraduate Summer School and the Research Experience for High Schoolers. Finally, team members will be encouraged to submit proposals to the Calls for CMAP Experiments and CMAP Seed Funding.
  - **Participation in Seminars and Annual Meetings:** Researchers will be encouraged to attend and present at CMAP’s scientific seminars and events.
7. **Performance and Feedback:**
- **Performance Expectations:** Clear expectations for performance, milestones, and goals will be communicated to new researchers during the onboarding process of the researcher’s home institution/department. Business meetings, open to all CMAP team members, will discuss goals and progress against milestones.
  - **Feedback Mechanism:** Regular check-ins and performance reviews will be scheduled and managed by the researcher’s home institution/department.
8. **Ongoing Support:**
- **Administrative Support:** The CMAP Administrator is available to assist with ensuring all new team members are integrated into the Center’s activities and have access to all opportunities.
9. **Improvement:**
- **Feedback Mechanism:** New researchers will be encouraged to provide feedback on the onboarding process to facilitate continuous improvement. The CMAP [virtual anonymous suggestion box](#) is always available for use on any concern or idea.
  - **Adaptation of Onboarding Process:** The onboarding process will be regularly reviewed and adapted based on feedback and changing organizational needs.