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<b>6 MONTHS IN ADVANCE</b>	
Transfer your <b>knowledge</b> on protocols, microscopy... and your <b>materials</b> (freezers, plants...) early enough!	
See if you can <b>collaborate</b> with somebody so that your publication is ready when you leave.	
Check if you can (contribute to) write a grant to follow up on your project.	
<b>2 MONTHS IN ADVANCE</b>	
Inform <b>lab manager</b> when you are leaving (exact date).	
Go to IT to discuss the termination of your computer account.	
Organize with xx that you give a final presentation in the <b>group meeting</b> about the work you did and possible ongoing/unfinished projects and who will take over.	
Transfer all necessary materials and explanations about <b>unfinished projects</b> to the person who will take over or put them in the SHARE folder "xx".	
Harvest any leftover material in the <b>greenhouse</b> or make sure someone will follow up on your plants.	
Organize your <b>stocks</b> (glycerol stocks, primer stocks, seed stocks): clean up and discard as much as possible. Put all remaining material in the foreseen databases and store it in the assigned space (ask the lab manager).	
<b>Clean up</b> your bench, desk, fridge, and freezer: discard what you can and give any leftover material to the person who is following up on your unfinished project or store the material in the assigned space (ask the lab manager).	
<b>Write everything down</b> in a structured way! Don't leave a mess for people taking over your projects. <b>Organize</b> your data on the computer: order everything in folders in a logical way for outsiders, make files with clear names...	
<b>1 WEEK IN ADVANCE</b>	
Return your <b>pipettes</b> to xx.	
Return any <b>books</b> that you lent from the library to xx.	
If you worked on a <b>laptop</b> , unregister it at IT.	
Make sure your desk and bench are completely <b>empty</b> and ready for the next person. You can send an e-mail to poplar to transfer your common products to someone else.	
Empty your locker and give the <b>key(s)</b> back to the lab manager.	
Return your <b>badge</b> to xx.	
Send your new address, e-mail,... to xx	