

An ideal submission for a research website includes the following:

- Link to page needing update
- Link to your research google drive

You should have ownership access to a drive containing the information for your research website. These documents should be the source of updated information. Giving you ownership allows you to share the drive or specific folders with appropriate people and gives you access to update your information whenever needed.

Each drive contains:

- Instructions for how to use the folders/files
- Research website template
- Lab Photos folder – all photos from your website should have an original copy uploaded here
- Our People folder – can be shared with lab personnel to allow them to update their own bios and submit headshots
- ***You may add anything that helps meet your needs as long as those documents are shared with everyone who needs access.

***If you need access to a research folder please let us know in the request details section of the request portal.