At the Beginning of Each Semester (mail to <info@cerias.purdue.edu with changes>)

- Check your office, bio and other information linked here
  <http://www.cerias.purdue.edu/about/people/faculty/>
- Check to ensure we haven’t missed any of your awards:
  <http://www.cerias.purdue.edu/site/people/awards>
- Be sure your list of projects is current, correct, and old ones removed:
  <http://www.cerias.purdue.edu/site/projects/>
- Ensure that all your current grad students working on CERIAS projects are linked in here
  <http://www.cerias.purdue.edu/about/people/students/>
- If you have a research lab/group with its own WWW page, then check its entry here
  <http://www.cerias.purdue.edu/site/partners/labs_and_groups/>.
  If the entry is missing or incorrect, then send a correction. (And be sure the page linked to has the CERIAS logo and a link back to the CERIAS main pages)
- If you are teaching a course in cyber security, privacy, cyber crime, or anything related, then be sure it is listed here
  <http://www.cerias.purdue.edu/site/education/information_security_courses/>
- If you graduated a Ph.D. student recently, be sure he/she is listed here, along with appropriate details about thesis in the library. <http://www.cerias.purdue.edu/site/people/phds>
- If you have any visitors or post-docs, please be sure we know about them; if you had one who left, please be sure they are no longer listed:
  <http://www.cerias.purdue.edu/about/people/visitors/>

Ongoing

- When you publish a paper, book, or other item of note, be sure we have a listing in the CERIAS bibliography so we can help people find out about it: <https://www.cerias.purdue.edu/apps/reports_and_papers/submit>
- Published a book recently? Then send us a scan of the cover, basic bibliographic info, a synopsis, and a URL for more info. We’ll list it in our rotating news feed, and here <http://www.cerias.purdue.edu/site/books/>
- If you do something special, let us know. Send details about awards won, interesting new results, new research grants, promotions, or anything else you’d like others to know about to <info@cerias.purdue.edu>
- Attend the CERIAS seminar for interesting speakers, or download the podcasts
  <http://www.cerias.purdue.edu/secsem/>. Better yet, help us identify some speakers, or volunteer to present!
- Get your students to prepare posters for the annual CERIAS Security Symposium. Encourage them to attend, and be sure to attend yourself! <http://www.cerias.purdue.edu/site/symposium/>
- Help introduce us to potential new industry sponsors so we can keep the center operating, and provide you with new resources.
- If you get some extra books related to CERIAS topic areas, bring them over to donate to our local library; you’re welcome to come browse the items we have during office hours. You can see what is available here <http://intranet.cerias.purdue.edu/main/library/> (accessible only from Purdue internal sites).
• Encourage your students to watch the security seminar or enroll in the associated class <http://www.cerias.purdue.edu/secsem/>
• Respond in a timely fashion to our occasional requests for more information.
• Got something you want to blog about? Send a note to <info@cerias.purdue.edu> and we'll see about setting you up on our blogroll.

Resources
CERIAS has a number of resources available for faculty associated with CERIAS. Here is a partial list.

• Funding permitting, we can provide some travel money for your students. Check with Joel Rasmus.
• Funding permitting, we may be able to help cover unexpected student expense. Contract Joel Rasmus or Gene Spafford for details.
• You can get CERIAS-imprinted business cards if you wish. Contact Lori Floyd.
• We have some CERIAS-logo items as gifts for special visitors. Check with Joel Rasmus or Gene Spafford.
• We have some security software and equipment, including servers and workstations. These can be used for appropriate courses and projects at no charge. Check with Joel Rasmus for more information.
• We have specialized equipment for binding, printing posters, reproducing CDs, and more. If you have a special need, contact Joel Rasmus to see what is available.
• Need office space for a visitor or some grad students? We have some (but not much). Contact Joel Rasmus or Gene Spafford.
• We have a small library of books, reports and proceedings. You can stop in to use it during business hours.
• We have a small conference room with A/V equipment and teleconference capabilities. You are welcome to reserve this for use. Contact Lori Floyd.
• Need help planning a workshop? Need some WWW hosting for a project? We have personnel who you can fund to help with these things and more. Contact Joel Rasmus for details.
• Need to get data from industry sources? Want to go present your ideas in front of a private sector audience? Need some other “real world” connection you may not have? We may be able to help. Contact Joel Rasmus.
• Need a student from outside your department to help with a particular project? Contact Joel Rasmus – we have a list of students from across campus looking for opportunities to work on projects.
• Want a CERIAS email account? Check with Gene Spafford for what to do.

If there is anything else that will enhance your research, enrich your students’ experiences here, or help advance the causes that CERIAS is established to address, let us know. If we don’t have what you need, we’ll try to track it down. Simply contact <info@cerias.purdue.edu>. Bottom line: CERIAS is your center.

This checklist, and some other documents about CERIAS organization, history, and policies, are available via the intranet (i.e., access only from Purdue addresses) site: <http://www.cerias.purdue.edu/assets/pdf/about/>

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