How do scientists write grants? What is the process for writing scientific papers or presenting research results at conferences? What tools exist to help scientists manage their time, data, or citations? This workshop will introduce students to many important research and writing skills and processes, and share resources they can use to manage their work. The goal is to prepare undergraduate students for success in their current research by sharing shortcuts for managing research-related information. In addition, students will be better prepared to complete many of the tasks required when doing graduate-level research through writing-related tips aimed at writing theses and grant/research proposals to fund their scientific interests.