



FLORIDA STATE UNIVERSITY

Request to Invite an Unpaid Visiting Scholar/Researcher to Florida State University

Before inviting any unpaid (not appointed as an employee of FSU) visiting scholar/researcher to come to the FSU campus for collaborative research or other activity for a period exceeding fourteen days, a faculty member/department must obtain prior approval from the Department Chair/Director, Dean, and the Office of Research Compliance Programs. Prior approval is required for ALL visiting scholars/researchers, including U.S. citizens and residents and citizens of other countries. For international visiting scholar/researchers, prior approval is required even if the scholar/researcher is coming to the U.S. through the visa waiver program, with a B visitor visa, or with a J-1 Exchange Visitor visa.

Before the visiting scholar or researcher arrives at FSU, the following steps must be complete:

- This form approved
- Background check completed
- Unpaid Visiting Scholar/Researcher courtesy appointment entered into OMNI
- Appropriate visa documents completed for visiting international scholars/researchers

This policy is required so that all unpaid visiting scholars/researchers present on the FSU campus are identifiable through the university data system and have appropriate oversight and support from the hosting faculty member and department, and to ensure FSU compliance with federal regulations.

Please read the entire “Unpaid Visiting Scholar/Researcher Policy” at (link) before completing this form.

CURRENT DATE

HOSTING FACULTY INFORMATION

Name of Hosting Faculty Member:

The named FSU faculty member agrees to host this visiting scholar/researcher and to follow all applicable university policies.

Signature:

EMPLID:

Department and College:

Telephone Number:

Email Address:

Number of visiting scholar/researchers already sponsored by this faculty member:

Currently on campus

Already invited and
will arrive shortly

VISITING SCHOLAR/RESEARCHER

Name of visiting scholar/researcher

DOB

Gender

Home Address

City

State

ZIP

Country

E-Mail

Phone

Country of Birth

Country of Citizenship

**Country of Legal
Permanent Residence**

Current employer, university or institution

Title

Employer Address

Employer Phone

Employer Web-site

*** Please attach a CV to this form before submitting for approvals.*

Please indicate the source and amount of funding to cover the visiting scholar's living expenses (e.g., personal, home university, home government, corporate sponsor, or other)

Source

Amount

VISITING SCHOLAR/RESEARCHER APPOINTMENT CODES

Select the appropriate appointment code to be used on the Courtesy Appointment (see XXX for detailed descriptions of each appointment code.)

Please select

- H9001 Visiting Courtesy Professor
- H9161 Visiting Courtesy Research Scholar/Scientist (Includes Assistant and Associate Professors)
- H9189 Visiting Courtesy Postdoctoral Associate
- H0000 Visiting Courtesy Staff or Specialist

- H9185 Visiting Courtesy Graduate Research Assistant (Graduate student not enrolled for credit. Stay limited to 12 months or one academic year and summer)
- YT00 Visiting Courtesy Undergraduate Research Assistant (UG student not enrolled for credit. Stay limited to six months or one semester. May include UG students from another university with F-1 Optional Practical Training (OPT) or J-1 academic training and approved to participate in research.

Note: International visitors classified as Visiting Courtesy Postdoctoral Associate, Visiting Courtesy Graduate Research Assistant, and Visiting Courtesy Undergraduate Assistant must obtain J-1 visas regardless of the length of time for their visits in order to comply with US Immigration regulations unless already on OPT or Academic Training.

VISITING SCHOLAR/RESEARCHER VISA STATUS

Please check one of the following to indicate the visa status the visiting scholar/researcher might enter on or currently holds. (Please refer to LINK for overview of visas recommended for different types of activity or contact the Center for Global Engagement for guidance).

- This visiting scholar/researcher is a U.S. citizen or Permanent Resident, Asylee, or Refugee
- This visiting scholar/researcher will enter on a visitor (business/tourist) visa or visa waiver
- This visiting scholar/researcher will need a J-1 Exchange Visitor visa. (The documentation of English proficiency will be required to issue DS2019. See Documentation of English Language Proficiency) For undergraduate researchers, a Training/Internship Placement Plan is required. An example of the type of information that will be required is at <http://www.state.gov/documents/organization/84240.pdf>
- Other (The visiting scholar/researcher (international) is currently in the US on Optional Practical Training (OPT), Academic Training, or as a dependent to either a student on a J-1 or F-1 student visa, or another legal category which allows this activity. Please contact Tanya Schaad at tschaad@fsu.edu for additional assistance.

PURPOSE OF VISIT

What is the purpose of inviting this visiting scholar/researcher to FSU? Please explain the type of research or other activities this person will be involved in.

Will any of the proposed research projects involved institutional Review Board (IRB) approval?

Yes No

If yes, please explain.

What is the benefit of this visit to you, your department and to FSU?

What is the proposed length of stay for this visiting scholar/researcher?

How will you provide oversight of the activities of this visiting scholar/researcher?

How much time per week will you spend with this visiting scholar/researcher?

Will other staff, graduate or undergraduate students, or faculty work with this visiting scholar/researcher? Please specify.



Will you be on leave during some or all of the visiting scholar/researcher's stay at

FSU? Yes No

If yes, who is the alternate host of the incoming visiting scholar/researcher?

ACCESS TO FSU FACILITIES & RESOURCES

Please indicate the use of FSU facilities and/or resources and access to research labs, sponsored research projects, research projects with FSU data that will be provided to this visiting scholar/ researcher by selecting YES or NO below. Please give details when YES is selected.

Access to FSU Office Space Yes No

Key access to building Yes No

Swipe access to building Yes No

If yes, please provide the building name and room number.

FSU Computer Yes No

FSU Telephone Yes No

Access to research laboratories Yes No

If yes, please provide the building and/or lab name and room number.

Access to or participation in any U.S federal government sponsored research.

Yes No

If yes, and if the scholar is **NOT** a U.S. person defined as:

- 1) A U.S. entity or a U.S. citizen,
- 2) A person lawfully admitted for permanent residence in the United States (i.e., a green card holder), or
- 3) A person who is a protected individual under the Immigration and Naturalization Act (8 U.S. C. § 1324b(a)(3) (i.e., certain classes of asylees).

Then a Deemed Export Questionnaire (give link) must be submitted with this application

Will your department provide financial resources to purchase needed supplies, e.g. for the office or the laboratory for this visiting scholar/researcher?

Yes No

If yes, write the source(s) of funds (e.g. department, research, Foundation) and the approximate amount of research funds to be used:

Source:

Amount\$:

Will your department provide any type of payment to this unpaid (not an official FSU employee) visiting scholar/researcher?

- Yes No

If yes, please explain and give source of funding.

Will the visiting scholar/researcher be providing funds to the department or college to help with the expenses of hosting them?

- Yes No
 Has not been mentioned

If yes, please state the amount of the funds and the source.

INTELLECTUAL PROPERTY

Will the visiting scholar/researcher have access to FSU protected intellectual property?

- Yes No

If yes, please specify the property.

Will the visiting scholar/researcher be involved in the development of intellectual property at FSU?

- Yes No

If yes, please explain and include a non-disclosure form (give link).

Will the visiting scholar/researcher bring any research material and/or background intellectual property with him/her?

- Yes No

If yes, please explain.

Will the visiting scholar/researcher bring research material that will be co-mingled with any other material developed either by the faculty host or other researcher at FSU?

- Yes No

If yes, please explain.

Does the faculty host have any U.S. federal government or other government sponsored research that could reasonably appear to be related to the research that the visiting scholar/researcher will carry out at Florida State University?

Yes No

If yes, please explain.

CONFLICT OF INTEREST DISCLOSURES

Is the visiting scholar/researcher's home organization an entity with a commercial interest in the research the visiting scholar/researcher will carry out at Florida State University?

Yes No

If yes, please explain.

Does the faculty host have a personal financial relationship with the visiting scholar/researchers home organization?

Yes No

If yes, please explain.

Does the faculty host have research sponsored by the visiting scholar/researchers home organization?

Yes No

If yes, please explain.

DEPARTMENT AND COLLEGE APPROVAL

I have reviewed the Request to Invite an Unpaid Visiting Scholar/Researcher and certify that the hosting faculty member has the available time to provide oversight and supervision of this visiting scholar/researcher and that the visit provides a benefit to FSU through ongoing and future collaborations, research and information sharing between the hosting faculty member (and department) and the visiting scholar/researcher. Access to all of the indicated FSU facilities is also approved.

I acknowledge that any unrestricted gift from the visiting scholar's home organization to defray the costs of resources and facilities to the department may not be made directly to the faculty host. The funds shall be deposited into a Foundation account of the Department or College or into an account in the Research Foundation and may be used to defray the visitor's expenses such as research supplies, conference travel cost.

Name of Dept. Chair/Director

Signature of Chair/Director

Date

Name of Dean

Signature of Dean

Date

OFFICE OF RESEARCH COMPLIANCE PROGRAMS APPROVAL

(Office of Research use only)

The proposed visiting scholar/researcher and home institution has cleared Visual Compliance screening.

Yes No

The proposed research and access to university laboratory(ies) is in compliance with Federal export control regulations.

Yes No

The visiting scholar/researcher is subject to Deemed Export Control

Yes No

If applicable, Intellectual property rights are involved in the work of the visiting scholar/researcher and an appropriate agreement is in place for the visiting scholar/researcher to conduct research or scholarly activity at FSU.

Yes No

Approval is granted to proceed with the invitation to this visiting scholar/researcher.

Yes No

Reasons for denial:

Vice President of Research (or designee) for Florida State University

Date