

FLORIDA STATE UNIVERSITY

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

The following must be completed by the FSU host faculty member before the Visiting Scholar/Researcher begins program activities:

- Invitation form completed and approved by Chair/Director, Dean, and Director of Research Compliance Programs in Office of Research
- Background check completed
- Appropriate visa documents completed for visiting international scholars/researchers (if applicable)
- "Unpaid Visiting Scholar/Researcher Courtesy Appointment" form completed
- "Unpaid Visiting Scholar/Researcher Agreement" signed
- Training necessary for laboratory access completed (if applicable)

Host Faculty Member Information

Name of Host Faculty Member

Date

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

EMPLID

Department and College

Telephone Number

Email Address

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

Currently on campus:

Scheduled to arrive:

Visiting Scholar/Researcher

Name of visiting scholar/researcher

Date of Birth

Gender

Home Address

City

State

ZIP

Country

Email

Phone

Country of Birth

Country of Citizenship

Country of Legal Permanent Residence

Current employer, university or institution

Title (e.g., Assistant Professor, Ph.D. Student)

Employer Address

Employer Phone

Employer Website

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

Please confirm with the visiting scholar/researcher whether the home institution/government/or funding body will require FSU to sign an agreement to authorize the visiting scholar/researcher's placement and/or participation in research at FSU. These agreements are typically called workplace, work placement, or placement agreements, and are most commonly required for graduate researchers. If an agreement is required by the home institution to authorize the visit, the FSU host faculty member should request a copy of the agreement from the home institution and forward it to Betty Southard, esouthard@fsu.edu, in the Office of Research, for review.

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

Visiting Scholar/Researcher Appointment Codes

Select the appropriate appointment code to be used on the courtesy appointment

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 approval to participate in research.

Visiting Scholar/Researcher Visa Status

Please check one of the following to indicate whether or not the visiting scholar/researcher needs a visa and indicate which type of visa. For more information about visa types and related activity please visit <http://cge.fsu.edu/forms/VisaTypes.pdf>.

- This visiting scholar/researcher is a U.S. citizen or Permanent Resident, Asylee, or Refugee and does not need a visa.
- 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. (Documentation of English proficiency will be required to issue the DS 2019. See Documentation of English Language Proficiency <https://cge.fsu.edu/forms/j1forms/English%20Proficiency.pdf>) For undergraduate researchers, a Training/Internship Placement Plan is required. An example of the type of information that will be required is at www.state.gov/documents/organization/84240.pdf.

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 of the visit in order to comply with U.S. Immigration regulations unless already on OPT or Academic Training.

- 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. Please attach a research proposal or scope of work if applicable.

Will the proposed research involve human subjects, animal subjects, or use of hazardous materials or chemicals? 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? Yes No

If yes, please explain.

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 Office/Building

Please indicate the use of FSU facilities and/or resources and access to research labs, and sponsored researched projects that will be provided to this visiting scholar/researcher.

Access to FSU Office Space Yes No
Swipe access to building Yes No
FSU Telephone Yes No

Key access to building Yes No
FSU Computer Yes No

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

Access to FSU Laboratories and Research

Will the visiting scholar/researcher have access to FSU research laboratories? Yes No

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

Will the visiting scholar/researcher have access to or participation in sponsored research?
 Yes No

If yes to either of the above access questions, 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](#) must be submitted with this application.

Financial Support

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:

Sources 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 state the amount of the funds and the source.

Will the visiting scholar/researcher be providing funds to the department or college to help with the expenses of hosting them? Yes No

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.

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 any research material that will be co-mingled with any other material developed either by the host faculty member or other researcher at Florida State University?

Yes No

If yes, please explain.

Does the host faculty member 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 host faculty member have a personal financial relationship with the visiting scholar/researcher's home organization?

Yes No

If yes, please explain.

Does the host faculty member have research sponsored by the visiting scholar/researcher's home organization?

Yes No

If yes, please explain.

Department and College Approval

I have reviewed the above and certify that the host 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 host 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 may not be made directly to the host faculty member. 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 Host Faculty Member

Signature of Host Faculty Member

Date

Name of Department 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 associated entities have cleared Visual Compliance screening.

Yes

No

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

Yes

No

- After review of the information provided, it appears that an export control license **is not required** for this Visitor. However, as required by law and regulation, Visitor's access to technology and technical data should be evaluated for compliance on a continuing basis as new technology/technical data may be required for the performance of his/her duties.
- After review of the information provided, it appears that an export control license **is required** to release such technology or technical data to the Visitor. The FSU Host Faculty Member will prevent access to the controlled technology or technical data by the Visitor until and unless the FSU Host Faculty Member has received the required license or other authorization to release it to the Visitor.

Reasons for denial:

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

Date