Visiting Scholars: Guidelines and FAQ

Office of the Senior Vice President and Provost

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*This document is a resource for University personnel who wish to host a visiting scholar at Iowa State University, in compliance with the **Visiting Scholars Policy**.*

We welcome the depth and breadth of knowledge and diversity that visiting scholars contribute to our learning and research community. These guidelines outline the process for bringing visiting scholars to the Iowa State University campus.

The designation of "Visiting Scholar" (which includes "Visiting Student Researcher") is a privilege accorded to individuals visiting from, and affiliated with, an outside (U.S. or foreign) university, institution, or business while temporarily in residence at Iowa State University. The purpose of the visit is to conduct collaborative research in a university facility; collaborate with university faculty on specific projects; and observe research, extension/outreach, instruction, or administration. Visiting scholars are not university employees. Please refer to the Visiting Scholars Policy for a complete list of exclusions for the definition.

The policy specifies the designation, approval, roles, requirements, responsibilities, and privileges of visiting scholars at the University; it also outlines the responsibilities of University personnel and departments who host visiting scholars. Anyone interested in hosting a visiting scholar should consult the policy prior to initiating a request to host.

Hosting Procedures

It is recommended that the Individual Host first:

1. Review the policy and ensure that the proposed visiting scholar meets the minimum eligibility criteria.
2. Consult with the department chair/director and the Office of the Dean/VP, respectively before submitting a request to host a visiting scholar. The respective academic leader, or their designee, may be the Administrative Host as described in policy.
3. Contact the respective Administrative Support Staff in your college dean's office. They will guide you through the process to request to host a visiting scholar. (See the listing of Administrative Support Staff for each college on the SVPP website.)

International visiting scholars may require visa sponsorship, and acquisition of a visa generally requires significant lead time. Individual Hosts should start the request process early to allow time for review/approval and then sufficient time to complete the visa authorization process through the International Students and Scholars Office (ISSO).

The University has implemented a management system to facilitate the request process and to track visiting scholar data. Individual Hosts shall follow these procedures and submit a Visiting Scholar Request form (https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237). Certain visiting scholars will be required to undergo appropriate background checks. The process concludes with the issuance of a Letter of Invitation and execution of an Agreement prior to the start date of the visit.

An administrative fee of $500 will be assessed to each visiting scholar via the U-Bill upon arrival. In addition, all visiting scholars are required to enroll themselves and their accompanying dependents in the ISU Student and Scholar Health Insurance (SSHIP) insurance.

Pre-arrival Steps for Individual Hosts

	Visiting Scholars: Less Than 14 Consecutive Days	Visiting Scholars: 14 Consecutive Days or More
STEP 1: Initial Consultation	**REQUIRED -** Consult with your department chair/director and the Office of the Dean/Vice President, respectively, prior to initiating a request to host a visiting scholar	**REQUIRED -** Consult with your department chair/director and the Office of the Dean/Vice President, respectively, prior to initiating a request to host a visiting scholar
STEP 2: Visiting Scholar Request Form	**REQUIRED -** Submit the Visiting Scholar Request Form at https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237	**REQUIRED -** Submit the Visiting Scholar Request Form at https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237
STEP 2.a.: Export Control Review	All *international* visiting scholars must have an Export Control Review completed 30 days prior to visit. The Individual Host is responsible to complete the Export Control Worksheet at https://www.research.iastate.edu/office-research-integrity/export-controls/ and upload the ECW in the Request form. The ECW must be reviewed/approved by the Office of Research Ethics prior to the final approval of the request.	All *international* visiting scholars must have an Export Control Review completed 30 days prior to visit. The Individual Host is responsible to complete the Export Control Worksheet at https://www.research.iastate.edu/office-research-integrity/export-controls/ and upload the ECW in the Request form. The ECW must be reviewed/approved by the Office of Research Ethics prior to the final approval of the request.
STEP 3: Visa Sponsorship	For all proposed *international visiting scholars*, especially those requiring a J-1 visa sponsored by the University, consult with ISSO at this time.	For all proposed *international visiting scholars*, especially those requiring a J-1 visa sponsored by the University, consult with ISSO at this time.
STEP 4: Administrative Host Review and Approval	**REQUIRED -** will be automatic within the Visiting Scholar Request form workflow	**REQUIRED -** will be automatic within the Visiting Scholar Request form workflow
STEP 5: College/Unit Designee Review and Approval	**REQUIRED -** will be automatic within the Visiting Scholar Request form workflow	**REQUIRED -** will be automatic within the Visiting Scholar Request form workflow
STEP 6: SVPP Office Review and Approval	**NOT REQUIRED**	**REQUIRED -** will be automatic within the Visiting Scholar Request form workflow
STEP 7: Conflicts of Interest and Commitment Disclosure	All visiting scholars *who will design, conduct, and/or report research at ISU* must complete a COIC disclosure. The proposed scholar will receive an email with a link to the required form. The visit is contingent upon review by the Office of Research Ethics prior to the proposed start date.	All visiting scholars *who will design, conduct, and/or report research at ISU* must complete a COIC disclosure. The proposed scholar will receive an email with a link to the required form. The visit is contingent upon review by the Office of Research Ethics prior to the proposed start date.
STEP 8: Background Check	**NOT REQUIRED**	**REQUIRED –** Conducted by the Office of Risk Management based on the initiation of the Visiting Scholar Request form. The visit is contingent upon successful background check.
STEP 9: Upon Approval of the Request (per steps 5 or 6), Issue Letter of Invitation	**REQUIRED -** The Hosts jointly issue a Letter of Invitation. (Note: the proposed scholar has received an auto-generated email to log into YPVRS to sign the Visiting Scholar Agreement form.) You may host the visiting scholar at ISU upon completion of the ISSO (Cy-Start) process and visa authorization, if applicable.	**REQUIRED -** The Hosts jointly issue a Letter of Invitation. (Note: the proposed scholar has received an auto-generated email to log into YPVRS to sign the Visiting Scholar Agreement form.) You may host the visiting scholar at ISU upon completion of the ISSO (Cy-Start) process and visa authorization, if applicable.

FREQUENTLY ASKED QUESTIONS (FAQ)

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OVERVIEW

1. What is a Visiting Scholar?

A visiting scholar must be visiting from, and affiliated with, an outside (domestic or foreign) university, institution, or business. Visiting scholars are granted access to University facilities to conduct collaborative research that is supervised by appropriate University personnel, or to observe University research, extension/outreach, instruction, or administration. Visiting scholars do not receive financial support from the University for their effort beyond expense reimbursement, where appropriate and applicable.

The definition of visiting scholar includes any unpaid visiting faculty (i.e., Fulbright Scholars and faculty from other academic institutions during a period of sabbatical at their home institution), and qualified personnel from industry, government, or other organizations who wish to visit the University.

The term visiting scholar also includes visitors with the designation of “Visiting Student Researcher” – post-baccalaureate students enrolled in degree programs elsewhere while gaining research experience in residence at ISU.

2. Are Visiting Scholars employees of the University?

No. Visiting scholars are not employees of the University, and they should not be assigned duties indicative of an employer/employee relationship. Visiting scholars may not receive compensation, nor do they participate in employee benefit programs.

3. Who would not qualify as a Visiting Scholar?

The designation of visiting scholar excludes individuals who are merely visiting common areas at Iowa State, invited speakers / guest lecturers who provide a speech / guest lecture that is open to the University community or public or to a University class, university invited dignitaries or government/diplomatic visitors, and members of university recognized Advisory Boards whose visit to the University relates to their service on that Advisory Board.

The visiting scholar designation is not appropriate for persons who should be classified as Postdoctoral Scholars at Iowa State nor does it apply to University students (whether registered as a degree or non-degree student at Iowa State), employees, independent contractors, or retirees with Emeritus Status. Undergraduate students from other academic institutions who otherwise might be considered interns or externs, and undergraduate or graduate students who are part of a student exchange program when an MOA/MOU exists are excluded. Visitors participating in the College of Agriculture and Life Sciences Global Programstraining/exchange programs, including the ISU-Uganda program, are also excluded.

The visiting scholar designation also does not apply to any individuals visiting the University pursuant to a properly executed and active Facility Use Agreement. If, however, an Individual Host or Administrative Host seeks to designate any individual visiting the University pursuant to a Facility Use Agreement a visiting scholar, then the Individual and Administrative Host must follow the University's Visiting Scholars Policy for visiting scholar designation.

Finally, employees of industry, academia, or the government visiting the University pursuant to a sponsored research agreement between the third-party employer and the University whose visit is ***specifically referenced and governed*** by said research agreement are not visiting scholars under this policy.

The visiting scholar designation is also not required for visitors hosted per the Ames Laboratory Contributors Program. (Ames Laboratory personnel should follow Ames Laboratory processes and procedures for hosting visitors.)

4. I understand that the Visiting Scholar designation excludes individuals who are merely visiting common areas at Iowa State. What constitutes a "common area" for purposes of the Visiting Scholar Policy?

For purposes of the Visiting Scholars Policy, a common area refers to any outdoor area available for public use that anyone may use (i.e., lawns, sidewalks, and unrestricted outdoor areas). A common area also refers to any University publicly available interior building spaces that anyone may access during that building's normal hours of operation. If the person you are inviting to campus only is accessing such common areas during their visit to the University, then the visiting scholar designation is not appropriate or applicable.

5. I understand that the Visiting Scholar designation also excludes undergraduate students from other academic institutions who otherwise might be considered Interns or Externs. What situations / scenarios does that contemplate?

Undergraduate students from other academic institutions may sometimes seek apprentice or trainee opportunities at the University as an intern or extern. In this capacity, such undergraduate students are engaging in efforts on behalf of the University at the direction of, and under the supervision of, a University employee. These are undergraduate students at other academic institutions and at Iowa State to gain practical training and experience with specified learning objectives, which may include some observation and research. Their work complements and does not displace the work of University employees and most of the time, these undergraduate students participate in the internship/externship

in order to satisfy academic requirements of their home institutions. Sometimes this work is paid and in limited circumstances, it may be unpaid.

6. I am inviting a graduate student from another academic institution to Iowa State. Is she a Visiting Scholar?

If a graduate student from another academic institution is invited to Iowa State and does not want – or need – to participate in graduate education and training in any way, then the Visiting Scholars Policy applies to that visit to the University and that graduate student from another academic institution must participate in the visiting scholar ("visiting student researcher") process. However, many graduate students from other academic institutions **enroll in Iowa State's Graduate School as non-degree students** and participate in graduate education at some level, whether auditing or taking a course for credit, or arranging for formal internship credits to reflect their participation in research or other activities. These visiting graduate students do not qualify as visiting scholars under the Visiting Scholars Policy and are expressly excluded under "Exclusions" [that is, excluding "Enrolled University students (whether registered as a degree or non-degree student at Iowa State)]." To the extent you have any questions about the degree status of any particular visiting graduate student, contact the Graduate College grad_college@iastate.edu.

7. Do individuals from non-profits and other non-governmental organizations fall within the scope of the definition of eligible institutions for purposes of hosting a Visiting Scholar?

Yes. Individuals from industry, government, and other institutions, including non-profits and non-governmental organizations, may be hosted as visiting scholars.

Pursuant to the "Exclusions" section in the Visiting Scholars Policy, an employee of industry, academia, or the government visiting the University pursuant to a sponsored research agreement between the third-party employer and the University whose visit is specifically referenced and governed by said sponsored research agreement is specifically excluded from the Visiting Scholars Policy.

8. A visitor will be visiting the University in conjunction with an Iowa State-sponsored research agreement, but he is not specifically referenced and governed by the contract. What should I do?

The University recognizes that oftentimes individuals from industry, academia, or the government visit the University pursuant to a sponsored research agreement though individuals are not specifically referenced and governed by the sponsored research agreement. Rather, these individuals simply visit the University and access University facilities as part of the larger project.

In those instances, the University requires that you do one of the following: 1) work with the Office of Sponsored Programs Administration (OSPA) or Office of Intellectual Property and Technology Transfer (OIPTT) as appropriate to amend the existing sponsored research agreement to specifically reference and govern the additional visitors from the company, academia, or industry who will be visiting the University; or 2) initiate the process to designate the individuals as visiting scholars pursuant to the Visiting Scholars Policy.

9. May a Visiting Scholar provide instruction in a University facility during a visit?

Teaching, and serving as instructor of record, is an activity carried out by University employees. It may be appropriate for a visiting scholar to provide an occasional lecture or even teach a limited, distinct portion of a semester-long class. Though, since visiting scholars are not University employees, the visiting scholar cannot take the place of the University personnel assigned to teach a particular course. Moreover, the appropriate University personnel (that is, any College, Department or School, Center or Institute, Unit, and/or any paid faculty, investigator, employees, staff, and/or researcher) must

be aware of – and provide general supervision for – any instruction the visiting scholar may provide in University facilities to ensure compliance with these general principles.

If you are interested in asking a visiting scholar to teach a course at Iowa State, then that individual should not be designated a visiting scholar (Note: an exception may apply for a Fulbright Scholar). Rather, you should go through the standard process for hiring as an Iowa State faculty member.

HOST RESPONSIBILITIES

10. Who is an Individual Host?

An Individual Host is any current (active) University employee who hosts a visiting scholar pursuant to the Visiting Scholars Policy. In most cases, the Individual Host will be the Iowa State faculty member who – along with the Administrative Host – invites a visiting scholar to Iowa State.

11. Who is an Administrative Host?

The Administrative Host is the designated University representative within a college, department or school, center or institute, or unit where the visiting scholar will be present. The Administrative Host is an administrator who can extend an invitation to – and provide guidance and supervision for – the visiting scholar. The Administrative Host is most often the department chair/director though it may be the dean/associate dean.

The Administrative Host must also consult with the Office of the Dean of the College (if not dean or associate dean), the Vice President for Research, or equivalent administrator for approval and coordination of responsibilities to host.

12. Can the Individual Host and the Administrative Host be the same person?

No. The Individual Host and the Administrative Host must be different Iowa State employees.

13. *What is the role of the College/Unit Designee in the Visiting Scholar process?*

To facilitate the prompt review and approval of all requests for visiting scholars, each college will appoint one College/Unit Designee for purposes of the visiting scholar process.

The College/Unit Designee provides the review/approval for visiting scholar requests in each college. The College/Unit Designee provides immediate oversight to Administrative Support Staff who provide assistance to Individual Hosts; the Administrative Support Staff respond to questions relating to the visiting scholar process, and may contact the Office of the Senior Vice President and Provost for follow-up, as needed. A current list of the contact information for the College/Unit Designees can be found on the SVPP website.

14. Who should serve in the role of Administrative Support Staff?

The Administrative Support Staff typically is the administrative assistant, administrative coordinator, etc. who is assisting the Administrative Host directly, or the college / department or school / center or institute / or unit generally where a proposed visiting scholar will reside, with uploading the appropriate documents and preparing and/or submitting the request for a proposed visiting scholar on behalf of – and at the direction of – the Administrative Host.

The Administrative Support Staff can be any University staff member who the college/ department or school / center or institute / or unit has designated to ensure that the administrative aspects of the visiting scholar process are complete.

ADMINISTRATIVE FEE

15. Is there a fee for a Visiting Scholar to visit ISU?

Yes. An Administrative Fee is necessary due to the administrative costs of managing the program, including but not limited to the ISU Card, Net ID, and background check. Upon arrival, the $500 fee will be assessed via the U-Bill to all visiting scholars (NOTE: Fulbright Scholars are exempted). Failure to pay the administrative fee by the calculated due date on the U-Bill may result in early termination of the Agreement and visit.

This fee is in addition to the required SSHIP insurance premiums to be paid by visiting scholars (or the hosting department) and the ISSO Support Fee charged to departments for J-1 visa filing.

PERMITTED REIMBURSEMENTS

16. How do I determine the amount of support and/or permitted reimbursements for the Visiting Scholar?

A visiting scholar must have a source of financial support from outside of Iowa State. However, the college, department or school, center or institute may decide it is appropriate to provide some reasonable expense support, where appropriate and applicable. Allowable living expenses, including meal per diem, should be reimbursed to the visiting scholar (via the "Expense Report for Non-Workers" in Workday) as opposed to direct payments for items. Payment for housing is allowed only for University (Department of Residence) housing, either as a direct payment by the department or reimbursement. Reimbursed expenses for visiting scholars may include travel to and from the University at the beginning and end of the visiting scholar designation. Cash advances are not permitted.

Payment of expenses should follow general University policies and processes. To the extent you have any questions about these policies and permitted reimbursements generally, consult with the respective fiscal officer who can also advise you of any internal college policies that may have been implemented to cap the amount of reimbursement.

17. Is the Individual Host or Administrative Host liable for any costs incurred by a Visiting Scholar against the U-Bill if not paid?

Yes. If/when a visiting scholar has left ISU and there is an outstanding U-Bill, the hosting department, college or unit will be obligated to pay the outstanding charges on the U-Bill.

18. *Can I pay or otherwise compensate a Visiting Scholar from grant funds I receive?*

No. Compensation (i.e., payroll or a stipend) from any ISU fund source is prohibited.

VISITING SCHOLAR PROCESS

19. I want to invite a Visiting Scholar to the University for less than fourteen (14) consecutive calendar days. What do I need to do?

To invite a visiting scholar for less than fourteen (14) consecutive calendar days, the following steps must be completed:

a) **Hosts** – The Administrative Host and the Individual Host must agree to serve as hosts of the visiting scholar and agree to all hosting responsibilities as outlined in the Visiting Scholars Policy. The Individual Host will consult the Administrative Host regarding the request for a visiting scholar prior to the initiation of the Visiting Scholar Request form. The Administrative Host must approve the Visiting Scholar Request form.

b) **Visiting Scholar Request Form** – The Individual Host must complete and submit the Visiting Scholar Request form.

c) **International Visiting Scholars** – We are delighted to welcome international visiting scholars to Iowa State. Note that requests for international visiting scholars require the following:

   i. **International Students and Scholars Office (ISSO)** – Contact the **International Students and Scholars Office** immediately upon approval of the request to host to determine if the international visiting scholar will require immigration support and/or a J-1 visa sponsored by the University and begin the CyStart process.

   ii. **Export Review** – Regardless of the duration or purpose of the visit, all international visiting scholars are subject to an export control review prior to arrival. The Individual Host is responsible for completing and uploading the Export Control Worksheet with the Visiting Scholar Request form for all proposed international visiting scholars. (Note that U.S. Permanent Residents, refugees and asylees are not required to undergo export control review.)

d) **Conflict of Interest and Commitment Disclosure Form –** Regardless of the duration of the visit, all visiting scholars who will design, conduct, and/or report research at ISU must complete a Conflict of Interest and Commitment (COIC) disclosure form. The proposed visiting scholar is responsible to submit the form available at Visiting Scholar Conflict of Interest and Commitment Disclosure. (Once the Visiting Scholar request is approved by the SVPP Office and/or the Administrative Host and College/Unit designee, the proposed visiting scholar will receive an email with this link embedded.) The Individual Host shall alert the proposed visiting scholar to this requirement. The visit is contingent upon review by the Conflict of Interest Program in the Office of Research Ethics prior to the start date.

e) **Intellectual Property Agreement** – Regardless of the duration of the visit, the Administrative Host must ensure that the proposed visiting scholar who will be creating intellectual property in University facilities assigns Intellectual Property via execution of the Visiting Scholar Agreement form prior to commencement of any activities.

f) **Visiting Scholar Agreement** – All visiting scholars must sign the Visiting Scholar Agreement form.

g) **Letter of Invitation** – Upon approval, the Individual Host and the Administrative Host must jointly issue a letter of invitation to the proposed visiting scholar prior to any visit. All letters of invitation

must comply with the visiting scholar letter of invitation requirements. A template for the letter of invitation is available on the SVPP website.

h) **Insurance -** All visiting scholars must enroll themselves and any accompanying dependents in the SSHIP insurance regardless of the duration of their visit. For additional information regarding the program and enrollment, consult the SSHIP website.

i) Oversight -The Individual Host provides oversight to the visiting scholar during their time here.

j) Administrative Host – After the University grants the visiting scholar designation, the Administrative Host then is responsible for the following during the visit:

- **Office Space** – providing space for the visiting scholar, if appropriate.
- **Orientation** – orienting the visiting scholar to applicable University policies and resources.
- **Appropriate Use of University Facilities** – ensuring that authority for use of University facilities or access to University facilities is appropriate and issuing the appropriate authorization letters, if applicable.
- **Training** – ensuring that the visiting scholar receives all required University training (e.g. health and safety for the facilities and equipment, if any, they will use during the visit and/or other mandatory training).
- **University Identification Card (ISU Card)** – Upon arrival, refer the visiting scholar to the ISU Card Office to obtain the UID number and ISUCard (NOTE: for those requiring immigration processing, the ISSO will refer the visiting scholar to the ISU Card Office). Because the internal administrative systems are not yet integrated, for all approved visiting scholar requests (international or domestic), the Individual Host must print the Youth Program and Volunteer Registration System email approval notification and have the visiting scholar present that notification to the ISU Card Office – this ensures that the ISUCard is issued promptly and without another charge to the Iowa State department. (See Q35, Privileges of Visiting Scholars" below)
- **Iowa State Access Account and email address** – determining whether an Iowa State email address is necessary.

k) **Conclusion of Visit –** The Individual Host must ensure that the visit concludes satisfactorily. The Individual Host is responsible for informing the Administrative Host of the visiting scholar's departure from the University; notice of departure shall occur upon completion of the visit less than fourteen (14) consecutive calendar days. The Individual Host must also notify the ISSO via issoscholar@iastate.edu of the departure of international visiting scholars.

20. ***I want to invite a Visiting Scholar to the University for fourteen (14) consecutive calendar days or more. What do I need to do?***

To invite a visiting scholar for fourteen (14) consecutive calendar days or more, the following steps must be completed. These steps include receiving University approval via the Office of the Senior Vice President and Provost prior to the proposed visit.

a) **Hosts** – The Administrative Host and the Individual Host must agree to serve as hosts of the visiting scholar and agree to all hosting responsibilities as outlined in the Visiting Scholars Policy. The Individual Host will consult the Administrative Host regarding the request for a visiting scholar prior to the initiation of the Visiting Scholar Request form. The Administrative Host must approve the Visiting Scholar Request form.

b) **Visiting Scholar Request Form** – The Individual Host must complete and submit the Visiting Scholar Request form.

c) **International Visiting Scholars** – We are delighted to welcome international visiting scholars to Iowa State. Note that requests for international visiting scholars require the following:

   i. **International Students and Scholars Office (ISSO)** – Contact the **International Students and Scholars Office** immediately upon approval of the request to host to determine if the international visiting scholar will require immigration support and/or a J-1 visa sponsored by the University and begin the CyStart process.

   iii. **Export Review** – Regardless of the duration or purpose of the visit, all international visiting scholars are subject to an export control review prior to arrival. The Individual Host is responsible for completing and uploading the Export Control Worksheet with the Visiting Scholar Request form for all proposed international visiting scholars. (Note that U.S. Permanent Residents, refugees and asylees are not required to undergo export control review.)

d) **Conflict of Interest and Commitment Disclosure Form –** Regardless of the duration of the visit, all visiting scholars who will design, conduct, and/or report research at ISU must complete a Conflict of Interest and Commitment (COIC) disclosure form. The proposed visiting scholar is responsible to submit the form available at Visiting Scholar Conflict of Interest and Commitment Disclosure. (Once the Visiting Scholar request is approved by the SVPP Office and/or the Administrative Host and College/Unit designee, the proposed visiting scholar will receive an email with this link embedded.) The Individual Host shall alert the proposed visiting scholar to this requirement. The visit is contingent upon review by the Conflict of Interest Program in the Office of Research Ethics prior to the start date.

e) **Intellectual Property Agreement –** Regardless of the duration of the visit, the Administrative Host must ensure that the proposed visiting scholar who will be creating intellectual property in University facilities assigns Intellectual Property via execution of the Visiting Scholar Agreement form prior to commencement of any activities.

f) **Visiting Scholar Agreement** – All visiting scholars must sign the Visiting Scholar Agreement form.

g) **Office of the Senior Vice President and Provost –** Upon review of all applicable documents and consultation with applicable University departments (e.g., the Office for Research Ethics), the Office of the Senior Vice President and Provost will determine final visitor eligibility. The Individual Host and Administrative Host will be notified upon approval of the visiting scholar's eligibility.

h) **Letter of Invitation** – Upon approval, the Individual Host and the Administrative Host must jointly issue a letter of invitation to the proposed visiting scholar prior to any visit. All letters of

invitation must comply with the visiting scholar letter of invitation requirements. A template for the letter of invitation is available on the SVPP website.

i) **Background Check –** All visiting scholars who will be present at the University for fourteen (14) consecutive calendar days or more must also successfully complete the University background check before commencing the visit. The background check will be processed by Risk Management.

j) **Insurance -** All visiting scholars must enroll themselves and any accompanying dependents in the SSHIP insurance regardless of the duration of their visit. For additional information regarding the program and enrollment, consult the SSHIP website .

k) **Oversight –** The Individual Host is responsible for hosting and facilitating the visit and ensuring that the visit concludes satisfactorily.

l) **Administrative Host** – After the University grants the visiting scholar designation, the Administrative Host then is responsible for the following during the visit:

- **Office Space** – providing space for the visiting scholar, if appropriate.
- **Orientation** – orienting the visiting scholar to applicable University policies and resources.
- **Appropriate Use of University Facilities** – ensuring that authority for use of University facilities or access to University facilities is appropriate and issuing the appropriate authorization letters, if applicable.
- **Training** – ensuring that the visiting scholar receives all required University training (e.g. health and safety for the facilities and equipment, if any, they will use during the visit and/or other mandatory training).
- **University Identification Card (ISU Card)** – Upon arrival, refer the visiting scholar to the ISU Card Office to obtain the UID number and ISUCard (NOTE: for those requiring immigration processing, the ISSO will refer the visiting scholar to the ISU Card Office). Because the internal administrative systems are not yet integrated, for all approved visiting scholar requests (international or domestic), the Individual Host must print the Youth Program and Volunteer Registration System email approval notification and have the visiting scholar present that notification to the ISU Card Office – this ensures that the ISUCard is issued promptly and without another charge to the Iowa State department. (See Q35, Privileges of Visiting Scholars" below)
- **Iowa State Access Account and email address** – determining whether an Iowa State email address is necessary.

m) **Conclusion of Visit –** The Individual Host and/or the Administrative Host must ensure that the visit concludes satisfactorily. The Administrative Host also must ensure that the visiting scholar returns all issued office or laboratory keys, the ISU card (if one is issued), and all credential upon completion of the visit. The Individual Host must also notify the ISSO via issoscholar@iastate.edu of the departure of international visiting scholars.

LETTER OF INVITATION

21. ***Can I make changes to the letter of invitation template?***

Individual and Administrative Hosts certainly are permitted to tailor their jointly issued letters of invitation to each visiting scholar and to add language that best reflects the unique characteristics of your college, department or school, center or institute, or unit and the proposed visit. Though all letters of invitation must contain the substantive information already set forth in the letter of invitation template that also captures the letter of invitation requirements.

VISITING SCHOLAR AGREEMENT

22. ***Can I make changes to the Visiting Scholar Agreement?***

The Visiting Scholar Agreement (the "Agreement") is the University's standard, pre-approved agreement that all visiting scholars visiting the University must sign pursuant to the Visiting Scholars Policy. Neither the Individual Host nor the Administrative Host are permitted to make changes to the Agreement.

CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE FORM

23. ***Who is required to sign the Conflict of Interest and Commitment Disclosure Form?***

Regardless of the duration of the visit, any visiting scholar who will be responsible for conducting, designing, and/or reporting research while at ISU must submit a Conflict of Interest and Commitment disclosure form. The proposed visiting scholar is responsible to submit the form available at Visiting Scholar Conflict of Interest and Commitment Disclosure. (Once the Visiting Scholar request is approved by the SVPP Office and/or the Administrative Host and College/Unit designee, the proposed visiting scholar will receive an email with this link embedded.) The visit is contingent upon review by the Conflict of Interest Program in the Office of Research Ethics prior to the visit start date.

24. ***How is research defined?***

Research encompasses basic and applied research that may or may not be published in an article, book or book chapter and product development. The term research includes research activities supported by sponsored funding and includes unfunded research activities.

25. My Visiting Scholar will not be responsible for University research during her visit to the University. Does she still need to submit the Conflict of Interest and Commitment Disclosure Form?

No. If the proposed visiting scholar will not be responsible for University research during the visit, the proposed visiting scholar is not required to submit a Conflict of Interest and Commitment disclosure form.

26. I am inviting a Visiting Scholar to Iowa State during his sabbatical from another university. During his visit to Iowa State, he will be assisting me on a paper that I am working on for publication. If my Visiting Scholar will not otherwise be conducting research at the University beyond collaborating with me on this paper, does he still have to complete the Conflict of Interest and Commitment Disclosure Form?

Reporting of research, e.g., writing papers, is considered research. Therefore, if a visiting scholar is responsible for writing a research paper, then he will need to submit a conflict of interest disclosure. But, if he is only here to assist a University employee who ultimately is responsible for the

paper, then he will not need to submit a conflict of interest disclosure. If you are unsure about other specific situations or circumstances, please contact the Conflict of Interest Program at coi@iastate.edu to discuss whether a disclosure is required.

27. A Visiting Scholar only will be observing research during her time at Iowa State. Is she required to complete the Conflict of Interest and Commitment Disclosure Form for merely observing research?

No. Observing research does not constitute "research" for purposes of whether a visiting scholar needs to submit a conflict of interest disclosure. Therefore, a visiting scholar merely observing research during her visit to the University is not required to complete the Conflict of Interest and Commitment disclosure form.

DURATION OF VISIT

28. ***How long can a Visiting Scholar be hosted?***

Visiting scholar designations are for a maximum period of one year. Only for a compelling reason, and upon recommendation of the Administrative Host and approval by the Office of the Senior Vice President and Provost, will a visiting scholar designation be renewed for up to a full second year. An extension beyond two years must be approved by the Dean of the College, Vice President for Research or equivalent administrator, where applicable, and the Office of the Senior Vice President and Provost and will be granted only for extraordinary and compelling reasons.

29. ***What process do I need to follow to extend the Visiting Scholar's visit longer than one year?***

Upon the recommendation of the Administrative Host and approval by the Office of the Senior Vice President and Provost, visiting scholar designations may be renewed up to a full second year although this will require a compelling justification. To extend the visiting scholar's visit, the Individual Host should complete and submit a new Visiting Scholar Request form, reflecting the dates of renewal for review and approval. If you are hosting an international visiting scholar, at least 10 working days prior to the end of the original visit, please consult with the International Students and Scholars Office to determine if the visitor is eligible to extend their stay in the United States.

30. What are the "extraordinary and compelling reasons" that are required to grant a Visiting Scholar an extension of the visit?

An extension for a visiting scholar's visit must be approved by the Dean of the College, the Vice President for Research or equivalent administrator, where applicable, and the Office of the Senior Vice President and Provost. An example of an "extraordinary and compelling reason" when considering whether to extend a visit beyond may include the visiting scholar's collaboration on a multi-year project with the Individual Host or appropriate University personnel.

INTERNATIONAL VISITING SCHOLARS

31. Is there anything else I need to do for a proposed international Visiting Scholar who requires a J-1 visa?

Yes. Upon approval of the request to host, the Individual Host and/or their designee must again contact the International Students and Scholars Office to determine if the international visiting scholar will require immigration support and/or a J-1 visa sponsored by the University. The Individual Host and/or

their designee must also initiate the J-1 Scholar Application process in CyStart. Also, the ISSO requires that all international visiting scholars check-in with ISSO upon arrival. Thus, upon arrival, the Individual Host should refer the visiting scholar to the ISSO immediately.

APPLICATION OF POLICY TO CURRENT VISITING SCHOLARS

32. My Visiting Scholar was here before the University implemented the Visiting Scholars Policy. What should I do?

All new visiting scholar designations require completion of the process as defined by the Visiting Scholars Policy and its supporting documents. Please monitor communications regarding University response to COVID-19 and U.S. Department of State Global Health Advisory for additional information regarding international visitors.

A small number of visiting scholars have remained onsite at ISU during the pandemic. Any renewals to, or extensions of the term of a visiting scholar designation that began prior to the adoption of the Visiting Scholars Policy requires completion of the University approved process outlined in this Visiting Scholars Policy.

RECOMMENDED TIMING TO SUBMIT DOCUMENTS FOR VISITING SCHOLAR

33. It looks like there are many different University units potentially involved in the Visiting Scholar designation process. When should I be submitting the proper documents for appropriate review?

For international visiting scholars we strongly recommend that you build in additional time for proper review by both the Office of the Senior Vice President and Provost and the International Students and Scholars Office. For instance, for all international visiting scholars who will require a J-1 visa interview at a U.S. embassy or consulate, we strongly suggest, at a minimum, ninety (90) days before the proposed start of the visit to initiate the International Students and Scholars Office processes.

Regardless of the duration of the visit and regardless of whether the visiting scholar needs a J-1 visa sponsored by the University, all international visiting scholars are subject to an export control review at least thirty (30) days prior to the scheduled arrival at University facilities using the Export Control Worksheet.

Once the request form is approved, please allow additional time for completion of the background check process.

TRAINING

34. *What training must a Host provide the Visiting Scholar?*

Pursuant to the Visiting Scholars Policy, the Administrative Host is responsible for assuring that the visiting scholar:

1. Receives all required University training (e.g. non-discrimination and anti-harassment training, health and safety for the facilities and equipment, if any, they will use or other mandatory training); and

2. Is aware of all applicable University policies and applicable local, state, and federal laws while visiting Iowa State and reports any violations of University policy or law in accordance with University policy and procedure.

PRIVILEGES OF VISITING SCHOLARS

35. *What are the privileges of the Visiting Scholar Designation?*

Office space: If deemed appropriate by the Administrative Host and Individual Host, the visiting scholar may be allocated office space. The Administrative Host is responsible for arranging access to the appropriate office key(s). Upon the completion of the visiting scholar's term at the University, the Administrative Host must ensure all issued keys are returned.

ISU Card and UID: Visiting scholars may receive an ISU card so that they may access public facilities such as the library. Upon the visiting scholar's arrival, the Individual Host should:

- (for all international visiting scholars) First refer the visiting scholar immediately to the ISSO;
- Direct the visiting scholar to the ISU Card Office. NOTE: the internal administrative systems are not yet integrated, therefore the Individual Host should PRINT THE APPROVAL EMAIL NOTIFICATION and ask the visiting scholar to present this printed email to the ISU Card Office to obtain the ISU Card (this ensures that the ISU Card is issued promptly and without another charge to the ISU department).

Upon completion of the visiting scholar's term at the University, the Individual Host or Administrative Host must collect the ISU card from the visiting scholar.

Net-ID / email: If deemed appropriate by the Administrative Host and Individual Host, visiting scholars may be issued a Net-ID (for an Iowa State email account) to send and receive university correspondence. The Net-ID should be suspended upon the completion of their appointment.

QUESTIONS

36. *Who should I contact for questions about the Visiting Scholar approval process?*

Individual Hosts should contact the Office of the Dean (Administrative Support Staff) for assistance with the process. For questions about the Visiting Scholars Policy or the Visiting Scholar Request system, contact Kaela Black in the Office of the Senior Vice President and Provost at kblack@iastate.edu or 515-294-8236.