# Request for Approval of Visiting Scholar

With this form, the department requests authorization to enter into an agreement with a Visiting Scholar. Requests for the appointment of a Visiting Scholar should be submitted as far in advance as possible, but no fewer than 30 business days prior to arrival on campus.Below is the process for obtaining approval.

1. The faculty sponsor completes the Request for Approval of Visiting Scholar form and attaches (1) a statement of purpose of the visit, how it relates to the faculty sponsor’s research, and the benefit to Texas State, (2) the scholar’s vita, and (3) a copy of the passport or visa. The request is then sent to the chair/director.
2. The chair/director will review the request and determine if any actions are necessary for protecting intellectual property/technology transfer (i.e., signing non-disclosure agreements). The chair/director will sign the request form and send to the dean.
3. The dean will review, sign, and forward the request to the Associate Provost via the Faculty Records office.
4. Faculty Records staff will review the request and determine if any additional actions or documentation are necessary and forward the request to the Director of the Office of Research Integrity and Compliance if the visitor is international.
5. The Director of the Office of Research Integrity and Compliance will review and verify compliance for export control, required trainings, financial conflict of interest, and grant regulations (if applicable). The Director of the Office of Research Integrity and Compliance will sign the export control screening form (attached) and forward to the Associate Provost via the Faculty Records office.
6. If the request is approved by the Associate Provost, Faculty Records will notify the faculty host, chair/director, and the dean. If the visitor is international, Faculty Records will forward a copy of the approved request to the International Office to initiate paperwork. All international visitors are required to check in with the International Office.

**Visiting Scholar Information**

First Name: Middle Name: Last Name:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Citizenship:

Current Institution Address (city, state/province, country):

Home Address (city, state/province, country):

Visitation Period (mm/dd/yyyy): Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Domestic Visitor  International Visitor

Will equipment/office/lab space be provided? ☐ Yes ☐ No If yes, please provide an explanation in the space below.

**Faculty Sponsor/Administrator Information**

Name:

Department/School:

Email:

Signature: Date:

**Required Signatures for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Chair/Director : |  Approve |  Disapprove | Date: |
| College Dean: |  |  | Date: |
|  |  Approve |  Disapprove |  |
| Director of Office of Research Integrity and Compliance: |  |  | Date: |
| (signature only required if international visitor) |  Approve |  Disapprove |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Associate Provost: |  |  | Date: |
|  |  Approve |  Disapprove |  |

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# Export Control Screening

**It is the responsibility of the faculty sponsor and school director/department chair** **to ensure that the following restricted party screening information is completed and submitted with this request if the visitor is international.**

**Please complete this section if the visiting scholar is not a U.S. citizen or lawful U.S. Resident.**

The following questions are intended to address export controlled issues. Please indicate yes or no for all of the work contemplated during the scholar’s visit, with the host or other faculty member or researcher.

1.  Yes  No **Can the research be categorized as Classified?**

Classified research is usually government funded and can further be defined as national security information at the levels of Top Secret, Secret, and Confidential, and as being governed by Department of Defense National Industrial Security Program Operating Manual (NISPOM) requirements. Publication of classified research results can be legally withheld or restricted.

1.  Yes  No **Can the research be categorized as Controlled Unclassified Information?**

Controlled Unclassified Information (CUI) is a categorical designation that refers to unclassified information that does not meet the standards for National Security Classification under Executive Order 12958, as amended, but is (i) pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government, and (ii) under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination. Henceforth, the designation CUI replaces "Sensitive But Unclassified" (SBU).

1.  Yes  No **Can the research be categorized as Proprietary?**

Proprietary research, usually privately funded, is defined as research activities undertaken pursuant to a contract between the University and an outside sponsor with commercial interests, and carried out under the auspices of the University. Publication of proprietary research results can be withheld or restricted, contractually.

1.  Yes  No **Does the project restrict participation to US citizens or permanent residents only?**

1.  Yes  No **Can the research be categorized as Restricted?** Restricted research is research where publication may require advance review by, or permission of the funding entity. Restricted research may have constraints imposed by the funding entity, whether it be the state, a federal agency, or a private sponsor with or without commercial interests.

1.  Yes  No **Can the research be categorized as “Fundamental”?**

Fundamental research' means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons.

Fundamental Research applies only to the dissemination of technical data and information, not to the transmission of material goods.

1.  Yes  No  **Will visitor have access to technical specifications of equipment where such specifications are not available through published materials such as commercially available manuals, documentation in libraries or the World Wide Web, information from teaching laboratories or information available to interested communities for either free or where the price does not exceed the cost of production?**

**This section to be completed by the Office of Research Integrity and Compliance to Verify Restricted Party Screening Check**

* Yes  No Passed restricted party screening for person
* Yes  No Passed restricted party screening for home institution or current employment
* Yes  No Any restrictions, if yes, explain:

Name:

Signature: Date: