# 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 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 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. |