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 international visiting scholars in ISU-sponsored J-1 status must enroll themselves and any accompanying dependents in the SSHIP insurance to meet Department of State Requirements regardless of the duration of their visit. For additional information regarding the program and enrollment, consult the SSHIP website or ISSO.

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.