Research Visitor Appointment/ECIC screening Process Flowchart

Department/School/University Research Centers and Institute

Completes the Research Visitor Appointment Recommendation Form, Gathers required documentation: Current CV, Sponsoring Entity Letter – Seeks approval signatures from PI, and Department Chair, Division Chief , Center Director and Dean; Office for Research for URIC.

University Research Center and Institute URIC

Any inquiry should be directed to researchvisitors@northwestern.edu

School

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School *authorizes the appointment and certify that a vetting process took place at the Departmental/Division/Center and/or School level*

US and Foreign Citizenship/Entity

Foreign Citizenship/Entity

US Citizenship/Entity

Depository inbox **Office for Research**

researchvisitors@northwestern.edu

Intake QA: Visitor's name and Entities, inquires with School/University Research Center and Institute (if needed)

⇒ Change of dates

⇒ Appt postponed or cancelled.

⇒ Change of any Sponsoring/ affiliated Entity

⇒ Change of Names of visitor

Office for Research/Export Controls International Compliance Screening

"match" related to Individual

"match" related to country

"match" related to Sponsoring/ Affiliated Entity

NO "match"

No Screening required (US)

DENIED, cannot proceed

CLEARED, can proceed with Caution

CLEARED, can proceed

Office for Research Administration

Review Appointment Recommendation

Email notification

School

Department

Email notification

Resubmits if
- Change of date,
-Appt postponed or cancelled.
- Change of Sponsoring/affiliated Entity, Allowance...

University Research Center and Institute URIC

Notifies and provides an appointment letter to the Visitor confirming offer and terms.
A copy is email to researchvisitors@northwestern.edu

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⇒ Confirming the Research Visitor have adequate medical insurance coverage during the period of appointment. **required for all Visitors

⇒ Completes the onboarding termination and submits Position/Appointment Forms.

⇒ Provision of facilities and equipment throughout duration of appointment.

⇒ Informing the Visitor that he/she is subject to all Northwestern University policies.

⇒ Working with the IOSS complete visitor's visa process, if applicable

⇒ Contacting the office IRB, IACUC, ORS, if applicable

⇒ Directing the Research Visitor to complete the Visitor and Volunteer Lab Agreement form.