

Research Visitor Appointment Recommendation Form

Northwestern University

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Visitor's information

Name: _____ **NU Employee ID #:** _____
Last/ First *If Applicable*

Highest awarded Degree/Institution: _____

Affiliation/Sponsoring Institution: _____

Country of Citizenship: _____ *Declaration of citizenship is required.*

___ Visa required; the International Office should be contacted early in the appointment process for any foreign national appointees.

Appointment Information at Northwestern

School: _____ **Department:** _____

Full responsibility involves provision of facilities and equipment throughout duration of appointment.

Sponsoring faculty member: _____

Appointment start date: _____ **Appointment end date:** _____

Research Visitor appointments requiring co-terminus employment by, or sponsorship of, an external entity must be terminated as soon as such employment or sponsorships.

Title Requested (Job Code):

- ___ Visiting Scholar, 10007
 ___ Visiting Research Collaborator, 106624
 ___ Visiting Pre-doctoral Fellow, 100016
 ___ "NAISE" Institute Fellow, 100067
 ___ Research Affiliate, 103074

Action Requested:

- ___ New appointment ___ Rehire
 ___ Reappointment ___ Remote Appointment
 ___ Change of Dates ___ Living Allowance
 ___ Other: _____

Notes: _____

Living Allowance *paid by NU* (if applicable): \$ _____ /month

Visitors are not paid a salary or employed by Northwestern. Visiting Scholar Supplement 106384 and Visiting Pre-doctoral Fellow Supplement 106382 is never tied to services rendered to Northwestern and is usually paid from non-restricted funds. A Living Allowance may be paid from restricted funding only when explicitly allowed by the sponsor or donor.

Living Allowance start date: _____ Living Allowance end date: _____

Source of funds: (optional, may be required for Departmental/School reviewing process)

University _____ Sponsored _____

University _____ Sponsored _____

Submission/Requestor information

Requestor's name, printed _____ Telephone _____ Email _____ @northwestern.edu

Please refer to the individual school or University Research Institutes and Centers (URIC) submission procedures; The initiating department/school or center should follow the [appointment procedure](#) for routing the [Position Data/Appointment Form](#) to Payroll and follow hiring/[onboarding](#) process. Research Visitors are neither employees nor students of Northwestern University;

Please submit the following to researchvisitors@northwestern.edu, barbarab@northwestern.edu.

- Recommendation form (pages 1/2)
- Affiliation/Sponsoring Entity Letter
- Visitor's current CV
- Copy of biographical passport page, optional, sent by [encrypted email](#).
- Research Statement: A brief letter from the Sponsoring PI (no more than one page) that details how the Visiting Scholar would contribute to research activity within the department and gain new skills through their collaboration with Northwestern faculty

Office for Research/Export Controls & International Compliance Restricted Party Screening

All foreign nationals and affiliations must be screened against publicly available "Restricted Party Lists".

Descartes Visual Compliance Restricted Party Screening: _____

___ Cleared, no "match".

___ Visitor is a citizen of a country that is currently sanctioned by the U.S. government. _____

___ Visitor is/was associated with an entity that has been identified as a restricted party. _____

___ Visitor is/was associated with an entity on the Unitracker. _____

