Visitor's information

Name: Last/ First

Highest awarded Degree/Institution:

Affiliation/Sponsoring Institution:

Country of Citizenship:

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

Appointment Information at Northwestern

School:

Department:

Appointment end date:

/month

Action Requested:

New appointment

Reappointment Change of Dates

Other:_____

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

Sponsoring faculty member:

Appointment start 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, 100007
- Visiting Research Collaborator, 106624
- Visiting Pre-doctoral Fellow, 100016
- "NAISE" Institute Fellow, 100067 Research Affiliate, 103074

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

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

Telephone Email

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

sent by encrypted email.

Visitor's current CV

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:

Copy of biographical passport page, optional,

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.

RVA revised March 2024

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Rehire

Notes:

___Remote Appointm __Living Allowance

Remote Appointment

@northwestern.edu

Declaration of citizenship is required.

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Research Visitor Appointment Recommendation Form **Northwestern University**

Insurance-Research-Liability Releases and Waivers-Compliance with Northwestern Policies

Visitor's Name:	Employee ID #:
Last/ First	If Applicable
School:	Department:

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

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.

The initiating school or center must ensure that the Research Visitor appointment has been reviewed and approved in accordance with the relevant department, school and or center procedures. In addition, the Principal Investigator (PI), initiating school or center is responsible for:

- 1. Informing the Research Visitor that he/she is subject to all Northwestern University policies;
- 2. Ensuring that the Research Visitor and any accompanying family members have adequate medical insurance coverage during the period of appointment; Northwestern University Visiting Scholar Plan (VSP) is now offered by Cigna Studywell/Cigna Global Health Benefits and administered by Gallagher Benefit Services (GBS).
- 3. Directing the Research Visitor to complete the Visitor and Volunteer Lab Agreement form.
- 4. Providing proper oversight to the Research Visitor, registering the Research Visitor to Laboratory Research Safety Profile (LUMEN), and assuring completion of the requisite training expected of all lab scientists for that lab at Northwestern;
- Notifying the Institutional Review Board Office and Institutional Committee on Animal Use and Care Office if the visitor's 5. research will involve working with human and/or animal subjects. Policies and training are applicable to Research Visitors engaged in research utilizing human participants or animals in research.
- 6. Notifying the Research Visitor of the Policy on Reporting Suspected Child Abuse and Neglect and acknowledge their status as a Mandated Reporter; Research Visitors, regardless of citizenship or place of residence, must complete the Department of Children and Family Services (DCFS) Mandatory Reporting form.
- Ensuring the Research Visitor completes the University's "Harassment and Discrimination Prevention" online course ID: 7. HRD783-200, available through myHR Learn.

Authorization/Approval

Northwestern University values Research Visitors and their contributions to the research enterprise. Welcoming Research Visitors to campus, however, presents some level of risk for the University. Consequently, schools, departments, and research centers/institutes should vet all such invitees carefully prior to approving the visit.

No oral or written offer of appointment may be extended until all required screenings, approvals have been received, and no payroll action initiating the appointment can be taken until all conditions in the appointment process have been satisfied.

The Sponsoring Principal Investigator, Department Chair/Division Chief/Center Director and Dean take full responsibility for the appointee, including provision of facilities and equipment throughout duration of appointment, but does not involve an obligation of salary, benefits and health insurance provision per Research Visitors Guidance.

I recommend this appointment and certify that the proposed position is in accord with Northwestern University policies.

Sponsoring Principal Investigator

SIGN/DATE

PRINT Name

I authorize this appointment and certify that a vetting process took place at the Departmental/Division/Center and/or School level, and that the proposed appointment is in accord with Northwestern University policies.

Department Chair, Division Chief or Center Director

SIGN/DATE **PRINT Name**

Dean	,
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SIGN/DATE PRINT Name Office for Research for University Research Institute/Center appointments.

SIGN/DATE Office for Research All Research Visitor appointments must be approved by the Office for Research HR Administration on behalf of the Vice President for Research.