## Department/School/Office for Research-University Research Institutes and Centers 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. School (FSM, WCAS, MCC, SoC, KGSM, Medill, LAW, SESP) Office for Research Offices, INVO and University Research Institutes and Centers (URIC) Any inquiry should be directed to researchvisitors@northwestern.edu Any inquiry should be directed to researchvisitors@northwestern.edu US and Foreign Citizenship/Entity Foreign Citizenship/Entity **US Citizenship/Entity** Depository inbox - researchvisitors@northwestern.edu Office for Research/Export Controls & International Compliance School Intake QA: Visitor's name and Entities, Resubmits if approves and inquires with School/University Research Center and Institute (if needed) authorizes the - Change of date, appointment and -Appt postponed or certify that a vetting **Restricted Parties Screening** cancelled. process took place **Change Sponsoring** at the Departmental/ "match" "match" "match" NO Entity, Division/Center and/ related to related to related to Sponsoring/ "match" Allowance... or School level Individual Country **Affiliated Entity** Department **Email notification** CLEARED, can DENIED, cannot CLEARED, can proceed proceed proceed with Caution Is responsible for: -Completing the onboarding / termination process and submitting Position/ Office for Research Administration Appointment Forms. **Review OR Appointment Recommendation** - Provision of facilities and equipment throughout duration of appointment. -Informing the Research Visitor that he/she is subject to all Northwestern **Email notification** University policies; Office for Research Offices, INVO and -Working with the I/O to complete visitor's visa process, if applicable Resubmits if **University Research Institutes and Centers (URIC)** -Contacting the office IRB, IACUC, ORS, if applicable - Change of date, -Directing the Research Visitor to complete the Visitor and Volunteer Lab -Appt postponed or Notifies and provides an appointment Agreement form. cancelled. letter to the Visitor confirming -Confirming with Risk Management that the Research Visitor have adequate - Change Sponsoring offer and terms. medical insurance coverage during the period of appointment. \*\*required Entity, A copy is email to for all Visitors Allowance... researchvisitors@northwestern.edu

Research Visitor Appointment/Export Controls & International Compliance screening Process Flowchart