Research Visitor Appointment/Export Controls Compliance 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

University Research Center and Institute

authorizes the appointment and certify that a vetting process took place at the URIC level

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

US and Foreign Citizenship/Entity

Depository inbox **Office for Research/Export Controls Compliance Screening**

researchvisitors@northwestern.edu

Intake /QA,

inquires with School/University Research Center and Institute (if needed)

Office for Research / Export Controls Compliance Screening

- "Matching Records" Individual's name → DENIED, cannot proceed
- "Matching Records" Country → CLEARED, can proceed with Caution
- "Matching Records" Sponsoring/ Affiliated Entity → CLEARED, can proceed with Caution
- NO "Matching Records" → CLEARED, can proceed

Office for Research Administration

Email notification

Email notification

School

Department

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

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

Resubmits if
- Change of date,
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University Research Center and Institute

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Is responsible for completing the onboarding /Termination process
- Submitting Position/Appointment Forms.
- Provision of facilities and equipment throughout duration of appointment.
- Informing the Research Visitor that he/she is subject to all Northwestern University policies;
- Working with the I/O to 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.
-Confirming with Risk Management that the Research Visitor have adequate medical insurance coverage during the period of appointment. **required for all Visitors