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

**Office for Research/Export Controls Compliance Screening**
- researchvisitors@northwestern.edu
- Intake/QA, inquires with School/University Research Center and Institute (if needed)
- Depository inbox

**Office for Research Administration**
- Email notification

**University Research Center and Institute**
- Notifies and provides an appointment letter to the Visitor confirming offer and terms.
- A copy is email to researchvisitors@northwestern.edu

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

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

**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**