

Research Visitor Appointment Recommendation Form

Northwestern University

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Visitor's information

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

Visitor's Affiliation/Sponsoring Institution: _____

Visitor's 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

Appointment start date should not precede the Office for Research approval date. The initiating department/school or center is responsible for communicating all date changes to the Office for Research as soon as known.

School: _____ **Department:** _____
 Full responsibility involves provision of facilities and equipment throughout duration of appointment.

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

Title Requested (Job Code):

- Visiting Scholar, 100007
 Visiting Research Collaborator, 106624
 Visiting Pre-doctoral Fellow, 100016
 "NAISE" Institute Fellow, 100067

Action Requested:

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

Living Allowance

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 *paid by NU* (if applicable): \$ _____ /month; \$ _____ /Year

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

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

University _____ Sponsored _____

Requestor information/Supporting documents

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

Depending on individual school or center procedures, the Dean, the Center Director or the Department, initiates an appointment. The form requires signatures — the PI's, Department Chair/Center Director's and the Dean, Office for Research's on page two. Please submit the following to researchvisitors@northwestern.edu:

- Recommendation form, signed (pages 1-2)
- Visitor's current CV
- Affiliation/Sponsoring Entity Letter
- Visiting Scholar Health Insurance Application/Waiver
- 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.

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 initiating department/school or center should follow the [appointment procedure](#) for routing the [Position Data/Appointment Form](#) to Payroll and follow hiring/[onboarding](#) process. The Office Risk Management, and HR must be notified if a Research Visitor appointment is cancelled, terminated prior to its end date for any reason.

Office for Research / Export Controls Compliance screening

All foreign nationals and affiliations must be screened against U.S. government "Restricted Party Lists". No oral or written offer of appointment may be extended until all required screenings have been received,

researchvisitors@northwestern.edu

PRINT NAME

SIGN/DATE

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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:** _____

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. Providing the Research Visitor with a copy of the [Research Visitors Policy](#);
3. Notifying the Research Visitor of the Policy on [Reporting Suspected Child Abuse and Neglect](#) and acknowledge their status as a Mandated Reporter;
4. Ensuring the Research Visitor completes Northwestern's [Preventing Sexual Misconduct and Sex Discrimination](#) online course;
5. Confirming with [Risk Management](#) that the Research Visitor and any accompanying family members have adequate medical insurance coverage during the period of appointment.
6. Directing the Research Visitor to complete the [Visitor and Volunteer Lab Agreement form](#).
7. 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.
8. Notifying the [Institutional Review Board Office](#) and [Institutional Committee on Animal Use and Care Office](#) if the visitor's 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.
9. [COVID-19 Guidelines](#) - [Expectations for Visitors to Campus](#). Visitors whose physical presence is required to provide or perform certain services such as guest lecturer, interviews, meeting attendance or research activities must adhere to the [University's Return to Campus Policy](#). Please note, if you are visiting our Chicago Campus, visitors are expected to follow the [Chicago Emergency Travel Order](#) if you are traveling from designated states.
10. **The COVID-19 vaccination requirement applies to all Research Visitors on campus.** Schools and units are expected to remind individuals—regardless of the duration of their appointment—to submit the [vaccination disclosure form](#) once they have their NetIDs. Vaccinations and testing are managed by the employers of contractors who perform work on campus.

Authorization

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 Policy](#).

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

SIGN/DATE

PRINT Name