



## Visiting Scholar/Visiting Student Researcher Request Form

The (TAMUQ Program)

requests authorization to host the following visitor at TAMUQ in accordance with all applicable System regulations and University policies.

### Visiting Researcher Information

1. First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
2. U.S. Citizen: Yes      No      U.S. Legal Permanent Resident: Yes      No      Qatar Resident: Yes      No

If not U.S. citizen, Country of Citizenship: \_\_\_\_\_

If Dual Citizenship, list other Country: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ Current Occupation: \_\_\_\_\_

4. Permanent Residence Address: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

5. Name of current Institution or Employer: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

6. a) Visit Dates on TAMUQ campus: From: \_\_\_\_\_ To: \_\_\_\_\_

b) Is this an extension? \_\_\_\_\_ If yes, what is the original visit end: date? \_\_\_\_\_

c) Is this visitor under the age of 18? \_\_\_\_\_

7. Identify visitor's source(s) of funding (i.e., sabbatical income, personal savings, grant or scholarship, or employer) during visit. NOTE: Visiting scholars/student researchers DO NOT receive regular salary compensation from TAMU or TAMUQ.

- List all sources of funding associated with this visit:

- Support will be provided directly to: TAMUQ      Visitor      Both      Not Applicable

8. Describe in details the nature and purpose of the visit/collaboration, the research (i.e. basic, applied, product development, testing, etc.) and describe the practical applications of the research if applicable.
9. Provide visitor's assigned work location (building, office number, etc.) and facilities/resources needed.
10. Yes No Will the Visiting Scholar/Student Researcher bring any research material to the Texas A&M at Qatar campus (i.e. notebooks, prototypes, samples, solutions, etc.)? If yes, list research materials below.
11. Yes No Will the Visiting Scholar/Student Researcher perform work on a sponsored award/project or research contract? If yes, list award number and sponsor name below.
12. Yes No **Will the Visiting Scholar/Student Researcher have access to existing or potential proprietary information, materials or software and can the research be categorized as Proprietary?**  
 Proprietary research, usually privately funded, is defined as research activities undertaken pursuant to a contract between the University and an outside sponsor with commercial interests, and carried out under the auspices of the University. Publication of proprietary research results can be withheld or restricted, contractually. \*If yes, a Non-Disclosure Agreement may be required.
13. Yes No **Will any Intellectual Property be associated with the Research?**  
 Intellectual Property is defined in Texas A&M University System Policy 17-01 as "all forms of intellectual property including but not limited to issued patents, patentable inventions, copyright-able works, trademarks, mask works, and trade secrets". \*If yes, a separate Patent and Copyright Agreement must be signed by the Visitor.
14. Yes No **Can the research be categorized as "Fundamental"?**  
 Fundamental research means research in science, engineering, or mathematics, the results of which ordinarily are published and shared broadly within the research community, and for which the researchers have not accepted restrictions for proprietary or national security reasons.
15. Yes No Will the activities involve access to Protected Health Information (PHI) or be performed in Clinical Research Facilities?
16. Are the research activities covered by the following compliance protocol:
- Yes No Technology Control Plan (TCP)

17. If the Visiting Scholar/Student Researcher is a foreign person (not a U.S. citizen or lawful U.S. Resident), please complete the following questions to assist in the export control assessment of the proposed visit. Please check **Yes** or **No** for all of the activities contemplated during the visit, including funded work and unfunded work, with the host or other faculty members or researchers.

a. Will the visit involve access to or involvement on project with any of the following (check each one that applies):

**Yes**                      **No**

- i) Restrictions on publication (including reporting of the research results) or presentations at conferences;
- ii) Restrictions on the participation of foreign nationals; or
- iii) Export control clauses or references to ITAR/EAR
- iv) Military end use or application?

b. Can the research be categorized as Classified?

c. Will the visit involve "use" or access to encryption software and will the Visiting Scholar/Student Researcher have access to source code?

d. Will the activities performed be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology?

**HOST FACULTY MEMBER:**

I have knowledge of the nature of the proposed visit and research collaboration. The answers I have provided are true and correct to the best of my knowledge and belief. I understand that if any changes are anticipated in the nature or duration of the visit, prior approval will be required. Should the Visiting Scholar/Student Researcher become involved in an Employer/Employee relationship while at Texas A&M, I will notify the TAMU Office of Research Security & Export Controls. I hereby certify that I have read [University SAP 15.02.99.M1.01 Export Control Screening of Personnel Actions & Request for Authorization for all Visitor Types at TAMUQ](#) and have read [System Policy 15.02 Export Controls Program Management](#) and [University Rule 15.02.99.M1 Export Controls Program Management](#). Hosting this visitor will not create a conflict of interest in accordance with [University Rule 15.01.03.M1 Financial Conflicts of Interest in Sponsored Research](#). As the Host Faculty Member, I accept the responsibilities associated with hosting a Visiting Scholar/Student Researcher, and certify that I am not on development or sabbatical leave and will make every reasonable effort to perform the responsibilities of hosting and supervising the Visiting Scholar/Student Researcher.

Name:

Signature:

Date:

Email Address:

Email address of TAMUQ personnel needing a copy of this approved form:

**APPROVAL RECOMMENDED BY: Department Head (or Director, if appropriate)**

Name:

Signature:

Date:

**APPROVAL RECOMMENDED BY: Associate Dean for Research and Graduate Studies**

Name:

Signature:

Date:

**APPROVED BY: Office of Research Security & Export Controls, Division of Research**

Name: Autumn B. Biggers, Director

Signature:

Date:

**This section to be completed by the Division of Research, Research Security & Export Controls:**

- |     |    |  |
|-----|----|--|
| Yes | No | Individuals passed denied person/embargoes list  |
| Yes | No | Institution/Affiliated Organization passed denied person/embargoes list                |
| Yes | No | Secondary Screening Conducted  |
| Yes | No | Any restrictions, if yes, list results and explain:                                    |
| Yes | No | Host Completed Export Controls Training for TAMU at Qatar (TAMUQ) in SSO via TrainTraq |

## Visiting Scholar/Student Researcher Acknowledgment

**(PLEASE READ CAREFULLY)**

This Visiting Scholar Agreement (“Agreement”) is entered between Texas A&M Qatar, [VISITING SCHOLAR EMPLOYER] (“Employer”), and [VISITING SCHOLAR] (“Visiting Scholar”).

Whereas, the parties desire to establish the terms by which Visiting Scholar will collaborate with [HOST FACULTY] (“Host”) at Texas A&M facilities to [PURPOSE] (“Purpose”).

The parties agree that:

1. **Visitation Period.** The approved visitation period for a Visiting Scholar will not exceed one year from [START DATE]. Any extensions require written approval.
2. **Financial Support.** [OPTION 1] There will be no financial support provided to Visiting Scholar in connection with the Purpose. Visiting Scholar will be solely responsible to cover all costs and expenses related to their participation in the Purpose including all travel and transportation costs, housing, food, and health.  
[OPTION 2] Visiting Scholar will receive \$X to cover costs and expenses related to their participation in the Purpose including all travel and transportation costs, housing, food, and health. Any costs that exceed this amount will be the sole responsibility of the Visiting Scholar.
3. **Independent Contractor.** No employer-employee, partnership, agency, or joint venture relationship between Texas A&M and Visiting Scholar and/or Employer is created by this Agreement. Visiting Scholar may not bind or otherwise act in any way as the representative of Texas A&M, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. Visiting Scholar is not entitled or eligible to participate in any benefits or privileges given or extended by Texas A&M to its employees. Employer remains responsible for the salary and any other compensation of Visiting Scholar, including the payment of all required withholding, social security and other taxes or benefits.
4. **Compliance with Law and University Regulations.** Visiting Scholar will be subject to and required to observe the policies, regulations, and procedures of A&M System and Texas A&M as well as all applicable federal, state, and local laws, including, but not limited to, human subject research, animal research, safety, conflicts of interests, and export control laws and regulations.
5. **Intellectual Property.** No rights in pre-existing intellectual property are granted by license or otherwise by one party to the other except as otherwise agreed in writing. Ownership of intellectual property conceived or developed during the visitation period shall follow A&M System regulation 17.01.01 and, with limited exception, shall be owned by A&M System and is hereby assigned to A&M System. Upon request, Visiting Scholar shall promptly provide A&M System, or sign for A&M System, any additional documents necessary to consummate the rights provided for in this Agreement. Prior to arriving at Texas A&M, a Visiting Scholar will identify and report any pre-existing intellectual property rights or obligations that may conflict with the obligations of being a Visiting Scholar at Texas A&M.
6. **Confidentiality.** During the visitation period, Visiting Scholar may receive or be exposed to non-public information that is designated as being confidential or proprietary, or that would reasonably be considered confidential information (“Confidential Information”). Visiting Scholar may only use Confidential Information for the Purpose. Except as required by law, for a period of three (3) years following the Visitation Period, Visiting Scholar agrees to hold Confidential Information in strict confidence and not disclose, or permit the disclosure of Confidential Information except with the prior consent of Texas A&M.
7. **Publication.** Any publications resulting from the activities under this Agreement, including those of Visiting Scholar, shall be at the discretion of Texas A&M and Host.
8. **Publicity.** Neither party shall the name, trademarks, or indicia of the other party, nor any of the names of the other party’s employees in any advertising, promotional, or news releases without the prior written consent obtained from an authorized representative of the other party.  
**Waiver of Liability and Hold Harmless.** Visiting Scholar voluntarily assumes full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained from Visiting Scholar’s activities whether caused by the negligence of Texas A&M or otherwise. Visiting Scholar agrees to hold Texas A&M and The Texas A&M University System, their regents, officers, agents, and employees harmless from any loss, claim, damage, or liability of any kind involving the Visiting Scholar arising out of or in connection with this assignment, except to the extent that it is directly due to the negligent acts or omissions of any of the regents, officers, employees, or agents of Texas A&M.
9. **Waiver of Liability and Hold Harmless.** Visiting Scholar voluntarily assumes full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained from Visiting Scholar’s activities whether caused by the negligence of Texas A&M or otherwise. Visiting Scholar agrees to hold Texas A&M and The Texas A&M University System, their regents, officers, agents, and employees harmless from any loss, claim, damage, or liability of any kind involving the Visiting Scholar arising out of or in connection with this assignment, except to the extent that it is directly due to the negligent acts or omissions of any of the regents, officers, employees, or agents of Texas A&M.

## Visiting Scholar/Student Researcher Acknowledgment (continued)

List all sources of support associated with your visit, including but not limited to sabbatical income, personal savings, grant or scholarship, or employer:

- I understand I will be required to complete the following trainings and provide a copy of my transcripts to my faculty host AND the Office of Research Security & Export Controls @ [visitingscholar@tamu.edu](mailto:visitingscholar@tamu.edu) within 5 business days of arrival at TAMUQ. You will receive information about where to complete them upon your arrival.
  - Safety Awareness, course no. 2112453
  - Export Control Training for TAMU at Qatar, course no. 2112025
  - Financial Conflict of Interest in Research, course no. 2111716
  - Information Security Awareness, course no. 3001 (Optional: for IT access)
  - TAMUQ Laboratory Safety Training, course no. 2113337 (Optional: for lab access)
  - Export Controls – Technology Control Plan, course no. 2111873 (Optional: to be added to TCP)

\* Note: hazard specific or other trainings may be required.

- This acknowledgment shall be effective for the duration of my visit, including any extensions and/or the period of time I have access to any TAMUQ resources. I agree with all conditions of this assignment.
- If approved by Texas A&M University at Qatar as a Visiting Scholar/Student Researcher, I understand that I am not to represent myself as an employee of Texas A&M University at Qatar, and I agree with all conditions of this assignment. This acknowledgment shall be effective for the duration of my visit, including any extensions and/or the period of time I have access to any TAMUQ resources. I agree with all conditions of this assignment:

Signature of Visiting Scholar/Visiting Student Researcher

Full Name:

Date: