



Visiting Scholar/International Visiting Scholar/Exchange Visitor Request Form

The
(College, School, Department, Center or Institute Name) requests authorization to make a Facility Visitation Agreement with a Visiting Scholar as outlined in the **Texas A&M University SAP 15.99.99.M0.01 Visiting Scholars Not Involved in an Employer/Employee Relationship with Texas A&M University.**

1. First Name: _____ Middle Name: _____ Last Name: _____

2. U.S. Citizen: Yes No U.S. Legal Permanent Resident: Yes No Visa Type: _____
 Date of Birth: _____ If yes, insert expiration date of green card: _____
(MM/DD/YYYY)
 If Foreign National, specify Country of Citizenship: _____
 If Dual Citizenship, list all other Countries: _____
 List any previous Countries of Citizenship: _____
3. Visiting Scholar:
 - a) Name of Current Home Institution or Employer: _____
 - b) Institution Address: _____
 City: _____ State: _____ Country: _____
 - c) Permanent Residence Address: _____
 City: _____ State: _____ Country: _____
 - d) Visitation Period:
 Begin: _____ End: _____ Extension: Yes No
 - e) Other Non-Employee Affiliations:
 Postdoctoral Fellow: Yes No HIAS Fellow: Yes No IPA: Yes No
 Remote Access Only: Yes No Observer Only (HSC & Vet School Only): Yes No
 If yes to Remote Access Only: VPN: _____ Library: _____ High Performance Research Computing (HPRC): _____
 Other: _____

Is this visitor under the age of 18? Yes No
4. Identify source(s) of support (i.e., sabbatical income, personal savings, grant or scholarship, or employer) for Scholar during visit. NOTE: Visiting Scholars DO NOT receive regular salary compensation from Texas A&M University
 - a) List all sources of support associated with this visit: _____
 - b) Support will be provided directly to: TAMU Visitor Both
5. Attach copy of curriculum vitae (CV) or resume and signed visiting scholar agreement (included as part of this form).

6. Describe the nature and purpose of the visit, the research (i.e. basic, applied, product development, testing, etc.) and describe the goals, purpose and practical applications of the research if applicable.

7. Provide Visiting Scholar's assigned work location (Building, office number, etc.) and facilities/resources needed.

8. Yes No Will the Visiting Scholar bring any research material to the Texas A&M campus (i.e. notebooks, prototypes, samples, solutions, etc.)? If yes, list research materials below.

9. Yes No Will the Visiting Scholar perform work on a sponsored award/project or research contract? If yes, list award number and sponsor name below.

10. Yes No **Will the visiting scholar 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 prior to approval from the VPR's office.*

11. 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, copyrightable works, trademarks, mask works, and trade secrets". **If yes, a separate Patent and Copyright Agreement must be signed by the Visiting Scholar.*

12. 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.

13. Yes No Will the activities involve access to Protected Health Information (PHI) or be performed in Clinical Research Facilities?

14. Are the research activities covered by the following compliance protocols or involve access to any resources subject to the following:

Yes No Institutional Review Board (IRB)

Yes No Institutional Biosafety Committee (IBC)

Yes No Animal Use Protocol (AUP)

Yes No Technology Control Plan (TCP)

APPROVAL RECOMMENDED BY: Dean

Name:

Signature: _____

Date:

APPROVED BY: Division of Research

Name: Autumn B. Biggers, Director

Signature: _____

Date:

This section to be completed by the Division of Research:

- | | | |
|-----|----|---|
| Yes | No | Individual 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 & Embargo Training - Basic Course in SSO via TrainTraq |



Visiting Scholar Acknowledgment

Visitor's Name: _____ Host Department: _____ Visitor's Host: _____

Please initial on each line to show that you have read and understood each statement:

_____ All individuals assigned under a Visiting Scholar title are subject to and are required to observe all applicable federal, state, and local laws, including, but not limited to, export control laws and regulations, and requirements of Texas A&M University Rules and Regulations, including Intellectual Property Rights and Obligations. The rules may be found at <http://rules.tamu.edu/TAMURulesAndSAPs.aspx>.

_____ Prior to arriving at Texas A&M University, a Visiting Scholar will need to identify and report any IP rights or obligations that may conflict with the obligations of being a Visiting Scholar at Texas A&M University. The University will work with the Visiting Scholar and their organization on a separate patent and copyright agreement prior to the visitation period.

_____ Title to any potentially patentable invention(s) conceived and/or reduced to practice in whole or in part during the duration of the Visiting Scholar's time at Texas A&M University shall be, and are hereby, assigned to The Texas A&M University System, pursuant to Texas A&M University's Rules and Regulations, and in consideration of the Visiting Scholar's participation in research projects at Texas A&M University, access to or use of facilities provided by Texas A&M University and/or other valuable consideration as a Visiting Scholar.

_____ A Visiting Scholar shall not enter into an agreement creating copyright or patent obligations in conflict with this agreement or Texas A&M University rules and regulations.

_____ The Visiting Scholar agrees to hold Texas A&M University 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.

_____ The Texas A&M resources and facility accesses provided to an approved Visiting Scholar are for the Visiting Scholar only and cannot be shared with another individual (i.e., spouse, family member, travel companion, etc.).

_____ The approved visitation period for a Visiting Scholar will not exceed one year. If a Visiting Scholar plans to conduct research at the University for more than one year, the Visiting Scholar must annually renew with the Division of Research.

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

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 Texas A&M resources.

If approved by the Division of Research as a Visiting Scholar, I understand that I am not to represent myself as an employee of Texas A&M University, and I agree with all conditions of this assignment:

<Signature of Visiting Scholar>

Date

Routing Approval Instructions:

1. Include attachments with original form.
2. After form is approved by the Host Faculty Member and the Department Head, send to the Dean for approval and signature.
3. Dean's office will forward the signed copy to the Division of Research, Office of the Vice President for Research (OVPR) at visitingscholar@tamu.edu.
4. OVPR will forward an approved form for international visitors to the International Faculty & Scholar Services Office for further processing. Approved forms for U. S. citizens and lawful U.S. residents will be returned to the faculty host and other designated parties.