Pre-arrival Steps for Individual Hosts

| Days REQUIRED - Consult with your department chair/director and the Office of the Dean/Vice President, respectively, prior to initiating a request to host a visiting scholar request to host a visiting scholar REQUIRED - Submit the Visiting Scholar Request Form at https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8D24_K9KH-5PTF_05ab3237 All international visiting scholars must have an Export Control Review completed 30 days prior to visit. The Individual Host is responsible to complete the Export Control Worksheet at https://www.research.iastate.edu/office-research-integrity/export-controls/ and upload the ECW in the Request form. The ECW must be reviewed/approved by the Office of Research Ethics prior to the final approval of the request. STEP 3: Visa Sponsorship espensibly those requiring a J-1 visa sponsored by the University, consult with ISSO at this time. STEP 4: REQUIRED - Consult with your department chair/director and the Office of Repart/Vice president, respectively, prior to initiating a request to host a visiting scholar Request Form at https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8D24_K9KH-5PTF_05ab3237 REQUIRED - Submit the Visiting Scholar Request form at https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8D24_K9KH-5PTF_05ab3237 All international visiting scholars must have an Export Control Review completed 30 days prior to visit. The Individual Host is responsible to complete the Export Control Worksheet at https://www.research.iastate.edu/office-research-integrity/export-controls/ and upload the ECW in the Request form. The ECW must be reviewed/approved by the Office of Research Ethics prior to the final approval of the request. STEP 3: Visa Sponsorship exponsional visiting scholars, especially those requiring a J-1 visa sponsored by the University, consult with ISSO at this time. STEP 4: REQUIRED - will be automatic within the Visiting Scholar Request form workflow REQUIRED - will be automatic within the Visiting Scholar Request form wo | | Visiting Scholars: Less Than 14 Consecutive | Visiting Scholars: 14 Consecutive Days or |
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| of Research Ethics prior to the proposed start Research Ethics prior to the proposed start date. | | | Research Ethics prior to the proposed start date. |
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| | STEP 9: Upon | REQUIRED - The Hosts jointly issue a Letter of | |
| | Approval of the | | · · · · · · · · · · · · · · · · · · · |
| | Request (per | | |
| | steps 5 or 6), | = | _ |
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