

## Pre-arrival Steps for Individual Hosts

|  | Visiting Scholars: Less Than 14 Consecutive Days   | Visiting Scholars: 14 Consecutive Days or More   |
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| <b>STEP 1: Initial Consultation</b>  | <b>REQUIRED</b> - 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  | <b>REQUIRED</b> - 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  |
| <b>STEP 2: Visiting Scholar Request Form</b>   | <b>REQUIRED</b> - Submit the Visiting Scholar Request Form at <a href="https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237">https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237</a>  | <b>REQUIRED</b> - Submit the Visiting Scholar Request Form at <a href="https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237">https://apps.ideal-logic.com/iowastateriskmanagement?key=XJL4-S8DZ4_K9KH-5PTF_05ab3237</a>  |
| <b>STEP 2.a.: Export Control Review</b>  | All <i>international</i> visiting scholars must have an Export Control Review completed 30 days prior to visit. <u>The Individual Host is responsible to complete the Export Control Worksheet at <a href="https://www.research.iastate.edu/office-research-integrity/export-controls/">https://www.research.iastate.edu/office-research-integrity/export-controls/</a> and upload the ECW in the Request form.</u> The ECW must be reviewed/approved by the Office of Research Ethics prior to the final approval of the request. | All <i>international</i> visiting scholars must have an Export Control Review completed 30 days prior to visit. <u>The Individual Host is responsible to complete the Export Control Worksheet at <a href="https://www.research.iastate.edu/office-research-integrity/export-controls/">https://www.research.iastate.edu/office-research-integrity/export-controls/</a> and upload the ECW in the Request form.</u> The ECW must be reviewed/approved by the Office of Research Ethics prior to the final approval of the request. |
| <b>STEP 3: Visa Sponsorship</b>  | For all proposed <i>international visiting scholars</i> , especially those requiring a J-1 visa sponsored by the University, consult with ISSO at this time.   | For all proposed <i>international visiting scholars</i> , especially those requiring a J-1 visa sponsored by the University, consult with ISSO at this time.   |
| <b>STEP 4: Administrative Host Review and Approval</b>                                     | <b>REQUIRED</b> - will be automatic within the Visiting Scholar Request form workflow  | <b>REQUIRED</b> - will be automatic within the Visiting Scholar Request form workflow  |
| <b>STEP 5: College/Unit Designee Review and Approval</b>                                   | <b>REQUIRED</b> - will be automatic within the Visiting Scholar Request form workflow  | <b>REQUIRED</b> - will be automatic within the Visiting Scholar Request form workflow  |
| <b>STEP 6: SVPP Office Review and Approval</b>   | <b>NOT REQUIRED</b>  | <b>REQUIRED</b> - will be automatic within the Visiting Scholar Request form workflow  |
| <b>STEP 7: Conflicts of Interest and Commitment Disclosure</b>                             | All visiting scholars <i>who will design, conduct, and/or report research at ISU</i> must complete a COIC disclosure. The proposed scholar will receive an email with a link to the required form. The visit is contingent upon review by the Office of Research Ethics prior to the proposed start date.  | All visiting scholars <i>who will design, conduct, and/or report research at ISU</i> must complete a COIC disclosure. The proposed scholar will receive an email with a link to the required form. The visit is contingent upon review by the Office of Research Ethics prior to the proposed start date.  |
| <b>STEP 8: Background Check</b>  | <b>NOT REQUIRED</b>  | <b>REQUIRED</b> – Conducted by the Office of Risk Management based on the initiation of the Visiting Scholar Request form. The visit is contingent upon successful background check.   |
| <b>STEP 9: Upon Approval of the Request (per steps 5 or 6), Issue Letter of Invitation</b> | <b>REQUIRED</b> - The Hosts jointly issue a Letter of Invitation. (Note: the proposed scholar has received an auto-generated email to log into YPVRS to sign the Visiting Scholar Agreement form.) You may host the visiting scholar at ISU upon completion of the ISSO (Cy-Start) process and visa authorization, if applicable.  | <b>REQUIRED</b> - The Hosts jointly issue a Letter of Invitation. (Note: the proposed scholar has received an auto-generated email to log into YPVRS to sign the Visiting Scholar Agreement form.) You may host the visiting scholar at ISU upon completion of the ISSO (Cy-Start) process and visa authorization, if applicable.  |