

Policy Statement on Visiting Scholars/Researchers

UTSA College of Business

**PART II – TO BE COMPLETED BY DEPARTMENT
CHAIR/HOST DEPARTMENT**

2016

**The University of Texas at San Antonio
Guidelines for Visiting Scholars/Researchers
College of Business**

POLICY STATEMENT

The College of Business recognizes the importance associated with visiting scholars and wishes to maximize the social and research value that can be obtained from these interactions. The purpose of the visit is to collaborate on research projects – funded or unfunded. The expectation of the College of Business is that there will be tangible outputs as a result of the visit and that discussions surrounding those potential outputs will take place prior to the visit.

Examples of expected outcome:

- Publications in highly recognized and leading peer-reviewed business/economics/statistics journals
- Academic research books and monographs
- Co-writing competitive grant proposals with COB faculty member(s)

These outputs must be described by the Department Chair/Host Department in the section below called Description of Proposed Research or Scholarship. The Faculty Sponsor/Host must provide the expected outcomes for the Department Chair.

Department Chairs should see that all guidelines are followed to ensure the success of the visit. See UTSA HOP, <http://www.utsa.edu/hop/chapter1/1-34.html>, for further protocols that have been established at the University level at UTSA.

PART II – TO BE COMPLETED BY HOST DEPARTMENT

FACULTY SPONSOR/HOST INFORMATION

Name of Faculty Sponsor/Host:	Host Dept./Unit:
Name of Host Facility/Lab:	Location of Lab/Facility:
Name of Supervisor of Host Facility/Lab (if not same as Faculty Sponsor/Host):	
List additional space or accommodations (other than Host Facility/Lab) needed by Visitor <i>that is not controlled by Host Department</i> :	

DESCRIPTION OF PROPOSED VISIT AND RESEARCH/SCHOLARSHIP ACTIVITIES

Start & End Date of Proposed Visit:	Total Duration of Visit:
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Description of Proposed Research or Scholarship:

List any expected outcome(s) of the Visit (publications in highly recognized academic journals, final report, etc.):

Please note: A College-wide research seminar is expected to be given before the Visitor's end date.

Academic Qualifications of Visitor to perform proposed research/scholarship
(check all that apply):

_____ Recognized expert in his/her field

_____ Terminal Degree in his/her field

_____ Qualified to conduct graduate level research or scholarship

Will any special equipment or items (e.g. chemicals, lasers, animals, biological agents, human subjects) be needed for the research/scholarship?

Yes No

If so, explain in greater detail below & note if Host doesn't control the special equipment or items:

Is the research/scholarship related to a Sponsored Program at UTSA or elsewhere? Yes No

If so, provide Project Title, Name of Sponsor, PI, UTSA Cost Center, and role visitor would have on project:

Does the research/scholarship include or involve the use of any existing intellectual property or proprietary or confidential information/data?

Yes No

If so, list the intellectual property or proprietary or confidential information/data below and who at UTSA uses/controls it.

IP/Information/Data:	Who at UTSA uses/controls it:
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Will or could information or items subject to U.S. Export Control Laws be shared with proposed Visitor in the course of his/her research/scholarship?

Yes No Unsure

If so, please explain in greater detail below:

INITIAL APPROVALS

The following must indicate approval before further processing of a proposed Visit/Visitor.

Department Chair	Signature	Date:
Associate Dean of Research	Signature	Date:

INITIAL SCREENING—EXPORT CONTROL ISSUES

Name of Export Control Screener:	Date of Screening:
If screenings uncovered any export control concerns, please describe below:	
License Needed: Yes or No If so, provide more details on an additional sheet.	Restrictions on Visitor's Actions Needed: Yes or No If so, provide more details on an additional sheet.

INITIAL SCREENING—CRIMINAL BACKGROUND CHECK:

Date Criminal Background Check Requested:
Date Criminal Background Check Results Received:
If background check uncovered any concerns, please describe below:

DATE FORWARDED TO EVP TO DETERMINE IF ADDITIONAL SCREENINGS/APPROVALS ARE NEEDED: _____

SIGNATURE OF EXECUTIVE VICE PROVOST

I authorize the Host Unit to send an invitation letter to Visitor.

Signature of Executive Vice Provost (or his designee):	Date:
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