

Please follow the steps below in order to formally process a Visiting Scholars/Researchers request for the College of Business and the University.

Faculty Sponsor/Host and Department Chair/Host Department:

- Review College of Business (COB) and University policies and forms.
<http://business.utsa.edu/intranet/index.htm>
<http://www.utsa.edu/hop/chapter1/1-34.html>
<http://research.utsa.edu/research-funding/forms-policies-guidelines/>

Visitor and Faculty Sponsor/Host:

- Complete COB Part I form in collaboration with the Faculty Sponsor/Host and necessary University forms. Please note: The COB forms (Part I and Part II) will replace the University's "Visiting Scholar/Researcher Approval and Screening" form. Be sure to complete the Human Resources POI (Person of Interest) form and the Visiting Scholar/Researcher Agreement form (found on the VPR's website, see link above).

Faculty Sponsor/Host:

- Submit completed forms and necessary documents to the Department Chair/Host Department. Include a justification memo, with a focus on expected outcomes, which explains why the Visiting Scholar/Researcher should be invited to the COB/UTSA.

Department Chair/Host Department:

- Review all forms and justification memo submitted by Faculty Sponsor/Host.
- Complete COB Part II Form in collaboration with the Faculty Sponsor/Host.
- Write recommendation memo (supporting or not supporting the request and why) to the COB Associate Dean for Research.
- Submit hard and electronic copies of completed forms, necessary documents (vita, etc.), your recommendation memo, and the Faculty Sponsor/Host justification memo to the COB Associate Dean for Research.

COB Associate Dean for Research:

- Review all forms and memo submitted by Department Chair/Host Department.
- Write approval/disapproval memo and forward to the Department Chair/Host Department.

Department Chair/Host Department:

- If the request is approved by the COB Associate Dean for Research, forward all necessary forms and documents to the Office of Vice President for Research: Office of Research Integrity.