Guidelines and Procedures for Hosting a Visiting Researcher/Scholar

Definition of Visiting Researcher/Scholar Status
We use the term Visiting Researcher/Scholar (VRS) broadly to refer to those mid- to long-term visitors who are not UGA employees or enrolled students, but who are coming to UGA to participate in research or other activities that require access to UGA facilities, systems, or services.

If a potential visitor meets any of the following criteria, he/she is considered a Visiting Researcher/Scholar or VRS:
- The visit is 21 or more consecutive days
- The visitor is observing or participating in research
- The visitor’s activities require access to UGA facilities, services, or systems requiring a UGAID

For each VRS, the Faculty Sponsor should initiate the hosting procedures described below in the Visiting Researcher/Scholar Hosting Procedures section. If at any time an individual who is already on campus extends their stay, changes the nature of their work, or meets any of the criteria above, then they are a VRS and the Faculty Sponsor should initiate the VRS process if they have not already done so.

WHO IS NOT A VISITING RESEARCHER/SCHOLAR: None of the following are considered Visiting Researchers/Scholars:
- Short-term visitors who are not participating in research and/or will not need access to UGA facilities and services. Short-term is defined as LESS THAN 21 consecutive days.
- Individuals enrolled at UGA. If officially enrolled at UGA, then he/she will be brought onboard as a student.
- Individuals compensated by UGA. If he/she will be compensated by or through UGA Payroll for services rendered and/or he/she will be appointed to a UGA faculty or staff position then he/she will be brought onboard as an employee.
- Adjunct faculty or others involved in formal instructional roles (support is offered by the Office of Faculty Affairs).
- Postdoctoral Research Scholars (support is offered by the Office of Postdoctoral Affairs).

Visiting Researcher/Scholar Types and Associated Time Limits
There are three distinct types of Visiting Researchers/Scholars that relate to the professional level of the visitor, and each type carries a maximum duration for the visit.
• Scholar in Residence. Visitors at the postdoctoral level or above who will be involved in temporary research or scholarship, independent or collaborative; a Scholar in Residence may stay in this role for up to 24 months.

• Visiting Graduate Student Researcher. Visitors at the graduate student level who are not enrolled at UGA and who are temporarily involved in research or scholarship, independent or collaborative; a Visiting Graduate Student Researcher may stay in this role for up to 24 months.

• Undergraduate Intern. Visitors at the undergraduate level who are not enrolled at UGA; an Undergraduate Intern may stay in this role for up to 12 months.

Visiting Researcher/Scholar Guidelines
The following apply to all Visiting Researcher/Scholars, and a VRS agrees to these terms by reason of his/her stay at UGA:

• A VRS accessing work and facilities at UGA does so on behalf of UGA in carrying out UGA’s functions. The activities of a VRS are for the mutual benefit of the VRS and UGA, and those activities directly benefit UGA.

• Participation at UGA as a VRS does not create an employment relationship with UGA. A VRS will receive no stipend or other payment (other than honorarium when applicable) from UGA for any activities as a VRS. A VRS is not entitled to participate in UGA benefit programs such as workers’ compensation or health insurance offerings.

• A VRS must adhere to applicable UGA policies, procedures, and guidelines to the same extent as UGA employees.

• A VRS will maintain in confidence all information or material that UGA and/or the University of Georgia Research Foundation, Inc. (UGARF) are required to maintain in confidence through a contract, grant, or other agreement with a third party, government regulation, or any other requirement.

• Unless a separate agreement containing different provisions is signed by the VRS and/or the VRS’s home institution or employer, a VRS is considered part of University Personnel for the purpose of the UGA Intellectual Property Policy and all terms of that policy apply to a VRS. All research and scholarly activities performed by a VRS as part of the UGA visit are considered assigned efforts under the UGA Intellectual Property Policy.

• A VRS must maintain accurate and complete laboratory notebooks, data, and other electronic or written documentation that are appropriate given the nature of the VRS’s work at UGA. A VRS must make available to UGA and/or UGARF all materials generated in performance of activities as a VRS if requested.

Visiting Researcher/Scholar Hosting Procedures
If a person coming to visit UGA falls under the definition of a Visiting Research/Scholar described in the first section, the Faculty Sponsor should initiate the hosting and onboarding process by completing the online Visiting Researcher/Scholar Questionnaire. *(Please note: Effective July 2015 the VRS Questionnaire is a secure online submission and is no longer a fillable PDF form)*
submitted via email. If the visitor is a foreign national, the form will require a copy of the passport to be uploaded.)

In the questionnaire, the Faculty Sponsor will be asked to identify a UGA Staff Contact Person for further coordination between OVPR and the Sponsoring Unit. The person listed as the UGA Staff Contact Person will receive all further communications regarding the VRS.

After the OVPR VRS Coordinator reviews the Questionnaire, it will be returned via email to the Sponsoring Unit Administrative Contact with a tracking number. Further directions will be given in the email. Please read this email carefully as it will contain detailed instructions and information on any items that may be required for the visit. Potential requirements are outlined below.

Items that will be required for MOST visitors:

- **Assignment of a UGAID** (prerequisite to most visa sponsorships and necessary to obtain a UGA MyID and access to UGA facilities, services, and systems). OVPR will coordinate assignment of the UGAID and any additional items required from the unit will be communicated upon review and return of the questionnaire to the staff contact.
- **Completion of OnBoarding.** OnBoarding for a VRS will be initiated and coordinated through OVPR. OVPR may ask for the unit’s assistance to ensure the visitor completes the VRS OnBoarding module.
- **Obtain a UGA MyID** (prerequisite to completing the SecureUGA module and accessing UGA online services). Once the UGAID has been assigned, the visitor can request a UGA MyID. The visitor will use the MyID to access a wide range of online services at UGA.
- **Completion of SecureUGA module upon arrival on campus.** Upon completion of OnBoarding, the visitor should receive an email with instructions on how to complete the SecureUGA module.

Items that MAY be required for your visitor:

- **Background Investigation** (if required, prerequisite to assigning a UGAID). If the Visiting Researcher/Scholar has a Social Security Number or a Canadian ID Number, he/she needs to complete the UGA Human Resources Consent to Background Check Form. The Unit Administrative Contact will then send the form to Human Resources to conduct the background investigation. HR will return the results of the investigation to the unit. The results should be forwarded to OVPR. OVPR must receive the results before issuing a UGAID.
- **A signed Visitor Agreement** (if required, prerequisite to assigning a UGAID). Any person brought onboard at UGA as a VRS agrees to the Visiting Researcher/Scholar Guidelines described in the previous section. However, depending on the nature of the visit, a custom agreement with the visitor (and possibly the visitor’s employer) may be necessary. If needed, OVPR must receive the signed Visiting Researcher/Scholar Agreement before issuing a UGAID.
- **Visa Sponsorship.** If the Visiting Researcher/Scholar is not a U.S. Citizen or Permanent Resident and UGA will be the visa sponsor then the unit should initiate the visa process.
Items that are highly recommended for all visitors and may be required for some:

- **Acquire a UGACard.** Upon arrival on campus, one of the first actions by the visitor should be acquisition of a UGACard, using the visitor’s UGAID. This must be done in person at the UGACard office in the Tate Center. This card will provide the visitor with access to various other services (including buses).

- **Apply for UGA Libraries access.** The UGACard number will give the visitor the information necessary to apply for library access.

- **Obtain researcher orientation.** Early in a visit at UGA, the Faculty Sponsor should encourage the visitor to take advantage of as many orientation/training opportunities as may be applicable to the visitor’s stay. UGA currently has many web resources and several orientation sessions. In the OVPR Resources section, see [Researcher Orientation](#).

**OVPR expects the Sponsoring Unit to assist the VRS with the following items:**

- The Sponsoring Unit Contact and Faculty Sponsor should assist with housing arrangements. Housing arrangements may take different forms, depending on the needs of the visitor and family. Options for Visiting Researchers/Scholars are provided at the [UGA Housing Division](#) website. Some temporary on-campus housing has been made available on the Health Sciences Campus.

- The Sponsoring Unit Contact and Faculty Sponsor should also help arrange family support. A visitor who is coming with family may need help with issues such as schools, transportation, language, banking, etc.

- If the Visiting Researcher/Scholar has not created a MyID and/or has not completed OnBoarding, the Sponsoring Unit Contact should remind the visitor and assist them in MyID creation via the [UGA Identity Management web portal](#) and/or encourage them to complete OnBoarding.

**Contacts:**
OVPR Visiting Researcher/Scholar Coordination, vrs@uga.edu, 706-542-5056
International Student, Scholar and Immigration Services (ISSIS), 706-542-2900
EITS Helpdesk, helpdesk@uga.edu, 706-542-3106
Human Resources, hrweb@uga.edu, 706-542-2222