

Visiting Researcher/Scholar Questionnaire Sample

Has this person previously been faculty, staff, a student or visitor on campus? *

Yes No

Is the Visitor a citizen or permanent resident of the United States/have a Social Security Number OR does the Visitor have a Canadian National ID? *

Yes No

If yes:

If the visitor is a citizen of the United States and has a SSN or a Canadian National ID, the sponsor must initiate a background investigation by requesting the visitor complete the UGA Human Resources Consent to Background Check Form - http://www.busfin.uga.edu/forms/bi_consent.pdf. The completed form is submitted to HR to conduct the background investigation.

The background investigation approval (or waiver from HR) must be uploaded here and submitted with the questionnaire.

Please upload the BI approval/waiver from HR: *

No file selected.

If no, country of citizenship *




You have indicated that this person is a non-U.S.citize/non-permanent resident. He/she will need to have a U.S. visa to come to UGA. Do you plan to request or have already requested sponsorship through UGA's Immigration Services Office? *

Yes No

If no, under what sponsorship will this person be coming to UGA (ie: IREX, Fulbright, independent B-1/B-2 visitor visa, etc.) *

A passport number is required to assign the UGAID if the visitor is a foreign national. Please upload a scan of the visitor's passport. *

No file selected.

Visitor Type ***Given Name/First Name *****Surname/Last Name *****Date of Birth *** - - 
Month Day Year**Gender *** Male Female**E-mail *****Anticipated Visit Start Date *** - - 
Month Day Year**Visit End Date *** - - 
Month Day Year**Sponsoring UGA Unit *****UGA Department/Unit Head ***
First Name Last Name**UGA Department/Unit Head Email *****UGA Faculty Sponsor ***
First Name Last Name**Faculty Sponsor's Email *****UGA Staff Contact Person (in the Sponsoring Unit) ***
First Name Last Name**Staff Contact Email ***

Upon submission of this form, a copy of the questionnaire will be emailed to the unit head, faculty sponsor and staff contact person listed above. The Faculty Sponsor will be asked to reply "Yes" to the email, certifying that the information provided in this questionnaire is accurate to the best of his/her knowledge, that they recognize the visiting researcher/scholar will be asked to agree with the statement included at the end of the questionnaire and that the unit is willing to host the visiting researcher/scholar described herein.

Is the visiting researcher/scholar employed and/or enrolled in an academic institution? *

Yes No

The employer/institution is a: *

Name of Employer/Institution *

Visitor's title at the institution/place of employment *

Location of Employer/Institution *

UPLOAD SIGNED VISITOR AGREEMENT. If the visitor is employed or is enrolled in/associated with any institution the agreement with employer signature must be used. Please contact Innovation Gateway (junkercl@uga.edu) if the visitor requests a custom visitor agreement. The blank standard agreements can be found on the VRS webpage here: <https://research.uga.edu/visiting/> *

No file selected.

Activities of Visiting Researchers/Scholar While at UGA

Please select all the activities in which the visitor will be involved while on the UGA campus: *

- Research (includes all research activities, whether observing, participating or both, regardless of funding source for the research.)
- Training and/or Attending classes
- Presenting a lecture, workshop, seminar, etc.
- Attending lectures, workshops, seminars, etc.
- Other. Please explain below.

Following questions dependent on answer to above question:

If Research was selected above, the research is a: *

- UGA project funded by internal UGA sources (startup, unit funds, internal grant program, etc.)
- UGA project funded by external sources (NIH, NSF, a foundation, etc.)
- Project initiated by the visitor and not funded by UGA and not sources run through UGA. Please specify source below.
- Other. Please explain below.
- Multiple sources. Please explain below.

If the research is an externally sponsored project through UGA, provide the following information that is available: Sponsor, PI, Project ID/Portal #, Title of Project. *

If the research is a project initiated by the visitor and is not funded by UGA sources or sources run through UGA, who is the sponsor/source? *

If the funding sources for the research are other or multiple, please explain. *

Please summarize the visitor's role in the research/activities/work while at UGA. *

See next page for IP questions.

Intellectual Property

Examples of intellectual property include confidential information, proprietary technology, proprietary tangible materials, and inventions.

Will visitor have access to UGA intellectual property? *

Yes No

Will visitor be involved in the development of intellectual property at UGA? *

Yes No

Will visitor bring any research material and/or background intellectual property with him/her? *

Yes No

If the visitor will bring research material, will the material be co-mingled with any other material developed either by the faculty sponsor or other researcher at UGA? *

Yes No

If the answer to any of these questions is Yes, please describe. *

Visiting Researcher/Scholar Certification and Faculty Sponsor Agreement

The visiting researcher/scholar will be required during OnBoarding to certify agreement with the following:

"In your work at UGA, you will be acting on behalf of UGA. As a Visiting Researcher/Scholar, you must follow UGA policies and procedures. In the event of a violation, you may be disciplined up to and including removal from campus. Certain rights do not apply to you as a Visiting Researcher/Scholar, including but not limited to grievance procedures and certain rights of appeal."