SAMPLE of the actual VRS Questionnaire found at this link:  
https://form.jotform.com/70505726207957

Preliminary Qualification

Please answer the questions below to determine if the person in question is a Visiting Researcher/Scholar.

1. Will the visitor receive salary from or through UGA during the visit as compensation for services provided?
2. Will the visitor receive a stipend from UGA or through UGA?
3. Will the visitor be appointed to a UGA position (Instructor, Research Scientist, postdoc, etc.) at UGA?

If the answer is Yes to any of the above questions, then this person is NOT considered a visiting researcher/scholar (VRS). He/she will be an employee of UGA and/or paid through Payroll. Contact Payroll to obtain a UGAID and follow HR employee procedures. Please do not continue completing this form. Email vrs@uga.edu with questions regarding the VRS designation or check the website at http://research.uga.edu/visiting/.

Check all that apply to the visit.

☐ 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, therefore requiring a UGAID.
☐ None of the above.

If none of the listed criteria apply to the visit, then the unit is not required to complete the VRS Questionnaire.

Visitor Information

1. Has this person previously been faculty, staff, a student or visitor on campus?
2. 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?
   ➢ If Yes – Please upload the BI APPROVAL or WAIVER from HR. DO NOT upload the Consent to Background Check form. (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://busfin.uga.edu/forms/bi_request.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. DO NOT upload the Consent to Background Check form. The Consent to Background Check form is sent to HR.)
If No – Three-four additional questions required:

- Country of citizenship
- You have indicated that this person is not a U.S. citizen or 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?
  - If no, must list under what sponsorship this person is coming to the U.S.
- 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.

3. Visitor Type – Dropdown selection (Scholar in Residence, Visiting Graduate Student Researcher or Undergraduate Intern)
4. Given Name/ First Name and Surname/Last Name
5. Date of Birth
6. Gender
7. Email
8. Visit Start Date
9. Visit End Date
10. Will this person physically come to one of UGA’s campuses/properties?
11. Depending on the answer above, provide either A) the campus/property to which the person will visit (for example, the Athens campus in the Coverdell Building) OR B) explain the nature of the “remote” visit. A valid UGA purpose and affiliation must be explained before a remote visitor can be assigned Visiting Researcher/Scholar status.
12. Please list the specific UGA systems the visitor will need to access while a Visiting Researcher/Scholar.
13. Sponsoring UGA Unit
14. UGA Department/Unit Head
15. UGA Department/Unit Head Email
16. UGA Faculty Sponsor
17. Faculty Sponsor’s Email
18. UGA Staff Contact Person (in the Sponsoring Unit)
19. 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.
20. Is the visiting researcher/scholar employed by ANY entity (university, government, company, etc.) OR ENROLLED in an academic institution?
   - If Yes – Five additional questions required:
     - The employer/institution is a (choose one): Company, University, Governmental Unit, Other
     - Name of Employer/Institution
     - Visitor’s title at the institution/place of employment
     - Visitor’s title type at the institution/place of employment (choose one): Faculty member, Postdoc, Student, Other
     - Location of Employer/Institution (Choose country)
21. UPLOAD SIGNED VISITOR AGREEMENT. If the visitor is employed or is enrolled in/associated with any institution the agreement with employer/institution signature must be used. Please contact Innovation Gateway (junkercl@uga.edu) if the visitor requests a custom visitor
1. Please select all the activities in which the visitor will be involved while on the UGA campus: 1) Research (includes all research activities, whether observing, participating or both, regardless of funding source for the research); 2) Training and/or attending classes; 3) Presenting a lecture, workshop, seminar, etc.; 4) Attending lectures, workshops, seminars, etc.; 5) Other. Please explain below.
   ▶ If Research is selected above, the research is a (select one): 1) UGA project funded by internal UGA sources (startup, unit funds, internal grant program, etc.) 2) UGA project funded by external sources (NIH, NSF, a foundation, etc.) 3) Project initiated by the visitor and not funded by UGA and not sources run through UGA. Please specify source below. 4) Multiple sources. Please explain below. 5) Other. 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.

2. Please outline the visitor’s role on the research/activities/work while at UGA.

3. Intellectual Property – Examples of intellectual property include confidential information, proprietary technology, proprietary tangible materials and inventions. Access to publications is not included and does not require disclosure below.
   ▶ Will visitor have access to UGA intellectual property?
     ▦ If yes, please describe.
   ▶ Will visitor be involved in the development of intellectual property at UGA?
     ▦ If yes, please describe.
   ▶ Will visitor bring any research material and/or background intellectual property with him/her?
     ▦ If yes, will the material be co-mingled with any other material developed by the faculty sponsor or other researcher at UGA?

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."

Upon submission of this form, the faculty sponsor listed will be sent an email (cc'd to the listed unit head) asking him/her to certify 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 above statement and that the unit is willing to host the visiting researcher/scholar described herein. (Instructions on how to certify will be included in the email sent.)