

## Visiting Scholar/International Visiting Scholar/Exchange Visitor Request Form

The \_\_\_\_\_ (Department, Center or Institute Name)  
 in the College of \_\_\_\_\_ requests authorization to make a Facility  
 Visitation Agreement with a Visiting Scholar as outlined in the **Texas A&M University SAP 15.99.99.M0.01**  
**Visiting Scholars Remote Collaborators, and Others Access to Texas A&M University Research, Facilities and**  
**Resources.**

1. First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
2. U.S. Citizen: Yes      No      U.S. Legal Permanent Resident: Yes      No      Visa Type: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ (MM/DD/YYYY)      If yes, insert expiration date of green card: \_\_\_\_\_  
 If Foreign National, specify Country of Citizenship: \_\_\_\_\_

If Dual Citizenship, list all other Countries: \_\_\_\_\_

List any previous Countries of Citizenship: \_\_\_\_\_

3. Visiting Scholar: \_\_\_\_\_ Form 5VS April 2025

a) Name of Current Home Institution or Employer: \_\_\_\_\_

b) Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

c) Permanent Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

d) Visitation Period: \_\_\_\_\_

Begin: \_\_\_\_\_ End: \_\_\_\_\_ Extension: Yes      No

e) Other Non-Employee Affiliations: \_\_\_\_\_

Postdoctoral Fellow: Yes      No      HIAS Fellow: Yes      No      IPA: Yes      No

Remote Access Only: Yes      No      Observer Only (HSC & Vet School Only): Yes      No

*If yes to Remote Access Only:* VPN: \_\_\_\_\_ Library: \_\_\_\_\_ High Performance Research  
 Computing (HPRC): \_\_\_\_\_

Other: \_\_\_\_\_

Is this visitor under the age of 18? Yes      No

4. Identify source(s) of support (i.e., sabbatical income, personal savings, grant or scholarship, or employer) for Scholar during visit. NOTE: Visiting Scholars DO NOT receive regular salary compensation from Texas A&M University

a) List all sources of support associated with this visit: \_\_\_\_\_

b) Support will be provided directly to: TAMU      Visitor      Both

5. Attach copy of the visitor's current, detailed curriculum vitae (CV) or resume and signed visiting scholar acknowledgment (included as part of this form).

6. Describe the nature and purpose of the visit, the research (i.e. basic, applied, product development, testing, etc.) and describe the goals, purpose and practical applications of the research if applicable.

7. Provide Visiting Scholar's assigned work location (Building, office number, etc.) and facilities/resources needed.

8. Yes            No            Will the Visiting Scholar bring any research material to the Texas A&M campus (i.e. notebooks, prototypes, samples, solutions, etc.)? If yes, list research materials below.

9. Yes            No            Will the Visiting Scholar perform work on a sponsored award/project or research contract? If yes, list award number and sponsor name below.

10. Yes            No            **Will the visiting scholar have access to existing or potential proprietary information, materials or software and can the research be categorized as Proprietary?** Proprietary research, usually privately funded, is defined as research activities undertaken pursuant to a contract between the University and an outside sponsor with commercial interests, and carried out under the auspices of the University. Publication of proprietary research results can be withheld or restricted, contractually. *\*If yes, a Non-Disclosure Agreement may be required prior to approval from the VPR's office.*

11. Yes            No            **Will any Intellectual Property be associated with the Research?** Intellectual Property is defined in Texas A&M University System Policy 17-01 as "all forms of intellectual property including but not limited to issued patents, patentable inventions, copyrightable works, trademarks, mask works, and trade secrets". *\*If yes, a separate Patent and Copyright Agreement must be signed by the Visiting Scholar.*

12. Yes            No            **Can the research be categorized as "Fundamental"?** Fundamental research means research in science, engineering, or mathematics, the results of which ordinarily are published and shared broadly within the research community, and for which the researchers have not accepted restrictions for proprietary or national security reasons.

13. Yes            No            Will the activities involve access to Protected Health Information (PHI) or be performed in Clinical Research Facilities?

14. Are the research activities covered by the following compliance protocols or involve access to any resources subject to the following:

Yes	No	Institutional Review Board (IRB)
Yes	No	Institutional Biosafety Committee (IBC)
Yes	No	Animal Use Protocol (AUP)
Yes	No	Technology Control Plan (TCP)

15. If the visiting scholar is an international person (not a U.S. citizen or lawful U.S. Resident), please complete the following questions to assist in the export control assessment of the proposed visit. Please check yes or no for all of the activities contemplated during the scholar's visit, including funded work and unfunded work, with the host or other faculty members or researchers.

Yes      No

- a. Will the visit involve access to or involvement on project with any of the following (check each one that applies):
  - a) Restrictions on publication (including reporting of the research results) or presentations at conferences;
  - b) Restrictions on the participation of foreign nationals; or
  - c) Export control clauses or references to ITAR/EAR?
  - d) Military end use or application?
- b. Can the research be categorized as Classified?
- c. Will the visit involve "use" or access to encryption software and will the Visiting Scholar have access to source code?
- d. Will the activities performed be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology?

**HOST FACULTY MEMBER:**

I have knowledge of the nature of the proposed visit. The answers I have provided are true and correct to the best of my knowledge and belief. I understand that if any changes are anticipated in the nature or duration of the visit prior approval will be required. Should the Visiting Scholar become involved in an Employer/Employee relationship while at Texas A&M University, I will notify the DOR immediately. I hereby certify that I have read University SAP 15.99.99.M0.01 *Visiting Scholars, Remote Collaborators, and Others Access to Texas A&M University Research, Facilities and Resources* and have read System Policy 15.02 *Export Control Program Management* and University Rule 15.02.99.M1 *Export Control Program Management*. Hosting this visitor will not create a conflict of interest in accordance with University Rule 15.01.03M1 *Financial Conflicts of Interest in Sponsored Research*. As the Host Faculty Member, I accept the responsibilities associated with hosting a Visiting Scholar, and certify that I am not on development or sabbatical leave and will make every reasonable effort to perform the responsibilities of hosting and supervising the Visiting Scholar.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Email address of departmental personnel needing  
a copy of this approved form: \_\_\_\_\_

**APPROVAL RECOMMENDED BY: Department Head (or Director, if appropriate)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL RECOMMENDED BY: Dean**

Name:

Signature: \_\_\_\_\_

Date:

**APPROVED BY: Division of Research**

Name: Autumn B. Biggers, Director

Signature: \_\_\_\_\_

Date:

**This section to be completed by the Division of Research:**

Yes	No	Individual passed denied person/embargoes list
Yes	No	Institution/Affiliated Organization passed denied person/embargoes list
Yes	No	Secondary Screening Conducted
Yes	No	Any restrictions, if yes, list results and explain:
Yes	No	Host Completed Export Controls & Embargo Training - Basic Course in SSO via TrainTraq



## Visiting Scholar Acknowledgment

Visitor's Name: \_\_\_\_\_ Host Department: \_\_\_\_\_ Visitor's Host: \_\_\_\_\_

**Please initial on each line to show that you have read and understood each statement:**

\_\_\_\_\_ All individuals assigned under a Visiting Scholar title are subject to and are required to observe all applicable federal, state, and local laws, including, but not limited to, export control laws and regulations, and requirements of Texas A&M University Rules and Regulations, including Intellectual Property Rights and Obligations. The rules may be found at <http://rules.tamu.edu/TAMURulesAndSAPs.aspx>.

\_\_\_\_\_ Prior to arriving at Texas A&M University, a Visiting Scholar will need to identify and report any IP rights or obligations that may conflict with the obligations of being a Visiting Scholar at Texas A&M University. The University will work with the Visiting Scholar and their organization on a separate patent and copyright agreement prior to the visitation period.

\_\_\_\_\_ Title to any potentially patentable invention(s) conceived and/or reduced to practice in whole or in part during the duration of the Visiting Scholar's time at Texas A&M University shall be, and are hereby, assigned to The Texas A&M University System, pursuant to Texas A&M University's Rules and Regulations, and in consideration of the Visiting Scholar's participation in research projects at Texas A&M University, access to or use of facilities provided by Texas A&M University and/or other valuable consideration as a Visiting Scholar.

\_\_\_\_\_ A Visiting Scholar shall not enter into an agreement creating copyright or patent obligations in conflict with this agreement or Texas A&M University rules and regulations.

\_\_\_\_\_ The Visiting Scholar agrees to hold Texas A&M University and The Texas A&M University System, their regents, officers, agents, and employees harmless from any loss, claim, damage, or liability of any kind involving the Visiting Scholar arising out of or in connection with this assignment, except to the extent that it is directly due to the negligent acts or omissions of any of the regents, officers, employees, or agents of Texas A&M.

\_\_\_\_\_ The Texas A&M resources and facility accesses provided to an approved Visiting Scholar are for the Visiting Scholar only and cannot be shared with another individual (i.e., spouse, family member, travel companion, etc.).

\_\_\_\_\_ The approved visitation period for a Visiting Scholar will not exceed one year. If a Visiting Scholar plans to conduct research at the University for more than one year, the Visiting Scholar must annually renew with the Division of Research.

List all sources of support associated with your visit, including but not limited to sabbatical income, personal savings, grant or scholarship, or employer:

This acknowledgment shall be effective for the duration of my visit, including any extensions and/or the period of time I have access to any Texas A&M resources.

If approved by the Division of Research as a Visiting Scholar, I understand that I am not to represent myself as an employee of Texas A&M University, and I agree with all conditions of this assignment:

\_\_\_\_\_  
<Signature of Visiting Scholar>

\_\_\_\_\_  
Date

**Routing Approval Instructions:**

1. Include attachments with original form.
2. After form is approved by the Host Faculty Member and the Department Head, send to the Dean for approval and signature.
3. Dean's office will forward the signed copy to the Division of Research, Office of Research Security and Export Controls (RESEC) at [visiting scholar@tamu.edu](mailto:visiting scholar@tamu.edu).
4. RESEC will forward an approved form to the International Student & Scholar Services Office for further processing. All forms will be returned to the faculty host and other designated parties.