Ask RCRA about....

Visiting Scholar Policy & OnBase Portal

9-21-2023
Visiting Scholar and Visiting Students Policy 7.12

Purpose:

• Transparent and consistent process for receiving visiting faculty, scholars and students
• Ensure compliance with all applicable rules and regulations.
Visiting Scholar and Visiting Students Policy 7.12

Scope:

• Applies to visiting scholars and visiting students as well as volunteers

• Accompanied visitors who do not need independent access to facilities and not performing research, visiting for a week or less are excluded.
OnBase Visitors’ Application Portal

- RCRA reviews visitors’ activities while at Emory for compliance with rules and regulations related to export control regulations, research security and COI.
- As of September 1, 2023, requests for review of visitors can be routed to RCRA via Visitor Application Form on OnBase.
OnBase Visitors’ Application Portal

- Requests are routed by HR units within the department or school.
- OnBase account can be requested via Service Now.
- The OnBase portal requests is simply replacing the requests that RCRA receives by email. It does **not** change the Pre-start or ISSS processes.
OnBase Visitors’ Application Portal

- Form has document upload capability
  - Curriculum Vitae (CV)
  - Deemed Export Form
  - Visitor Information Form
  - Offer letter
  - Deans' clearance memo (where applicable)
  - Approval Memo (where applicable)
  - Invitation letter (where applicable)
  - Other documents related to the visit.
Questions?

• **Coming soon** – Visiting Scholar and Visiting Students Resource Page / Website

• Contact Export Control Office at [exportcontrol@emory.edu](mailto:exportcontrol@emory.edu) with any questions.