## 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.



#### Policy 7.12

#### **Policy for Visiting Scholars & Visiting Students**

Responsible Official: Provost & Executive Vice President for Academic Affairs

Administering Division/Department: Office of the Provost

Effective Date: July 25, 2023

Last Revision Date: July 25, 2023

#### **Policy Sections:**

Overview

II. Applicability

II. Policy Details

IV. Definitions

V. Related Links

VI. Contact Information

VII. Revision History



#### Overview

Emory University encourages the collaborative exchange of ideas fostered by faculty, scholars and students from other institutions who visit Emory. The purpose of this policy is to set forth a transparent and consistent process for receiving visiting faculty, scholars and students and to ensure that all applicable rules and regulations are followed in hosting such visitors. This policy describes the minimum requirements that schools and units must follow to receive visiting faculty, scholars and students, including additional requirements that may apply to international visitors. This policy does not prohibit schools or units from adopting additional, more stringent requirements that do not contravene the standards set forth in this policy.

# 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.



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## 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** Visitor Application Form PI and Visitor Information Administrative 1. Pl Information Net ID School Full Name Department Phone 2. Administrative Contact Last Name Use mixed case values beginning with an uppercase followed by lowercase letters i.e. " irst Name Department 3. Visitor Information /isitor's First Name Middle Name

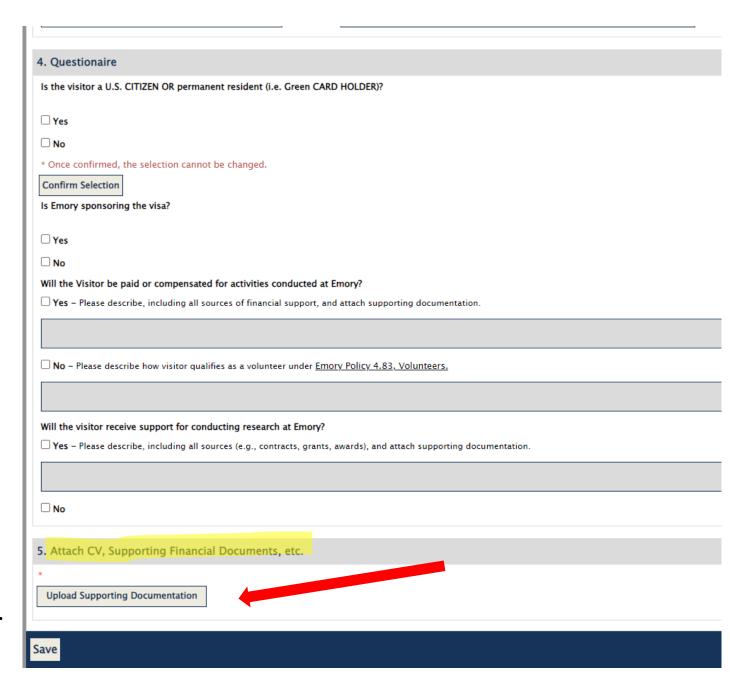
## OnBase Visitors' Application Portal

- 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.

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## 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 <u>exportcontrol@emory.edu</u> with any questions.