

This guide is designed to aid in the process of creating requests in the RAMP Export Control module. For further assistance, please contact RAMP Export Control Support at RAMP-ExportControl@fsu.edu.

BACKGROUND ON VISITING SCHOLARS VS. VISA (INTERNATIONAL HIRES):

Visitor: Select "Visitor" for Visiting Scholar (Paid or Unpaid) or Short-Term Visitor to (1) Register a foreign visitor for a stay of 14 days or less, or (2) To request approval to invite a foreign or domestic visitor for a stay of more than 14 days as a Visiting Scholar.

Unpaid Visiting Scholar

Invited by an FSU faculty member to come to FSU to collaborate on research, lecture, and/or observe for a specific period of time. Unpaid VS receives no funds from FSU and shows home government, institution, company funding, scholarship or personal funding. Receives a VS courtesy appointment to have access to university resources. This includes US citizens and US permanent residents as well as international visitors.

Examples:

- Faculty member on sabbatical from another university invited to FSU to collaborate on research for specific period of time.
- Researcher, faculty member or professional from international institution invited to participate in research project or observation at FSU for specific period of time.
- Student in another university or recent graduate invited to participate in research at FSU for a specific period of time.
- International undergraduate student coming as J-1 student intern for supervised research.
- FSU graduate invited by faculty member to volunteer (allows recent graduate to not impact Optional Practical Training or Academic Training while looking for a FT position).
- Unpaid post-docs whether from FSU or another university
- A renowned subject area expert (i.e. professional dancer, artist, coach, writer)

Paid Visiting Scholar

Invited by an FSU faculty member to come to FSU to collaborate on research, lecture, and/or observe (not identified through a search committee and not to fill any permanent, salaried FSU position) but will receive a PT OPS appointment from the FSU department. This appointment cannot be for more than half time, unless the researcher is an international undergraduate student coming from outside the U.S. (see example below). The minimum rate per hour must meet or exceed the rate for a comparable level of regular part-time appointment. This includes domestic as well as international. Local domestic hire (lives in the area and applies for a position at FSU WOULD NOT be a Visiting Scholar)

Examples:

- Researcher invited by FSU faculty member to come to FSU to collaborate on research for a specific period of time and will receive a part-time OPS appointment.
- Part-time post doc appointments

- International undergraduate researcher doing supervised research (J-1 student intern) must be paid for at least 32 hours per week, **if** appointed at FSU.
- Researcher, post-doc, or lecturer receiving partial pay from a fellowship, scholarship, private company, or home institution and partial pay from FSU.
- Expert or professional invited to FSU receiving an honorarium or one-time pay if stay exceeds 14 days (use Short-term option under Visitor if stay is less than 14 days)

International Employee (on RAMP as *Visa (I 129 Part 6)*):

Use international employee for international hires who will receive an FSU sponsored visa such as an H1-B or J1. (Check with CGE to confirm that proposed appointment qualifies for visa sponsorship.) This category also includes all full-time or part-time international employees who already have authorization to work in the US. This category should not be used for internationals being invited to FSU who will receive a part-time appointment from the department and do not currently have work authorization. These individuals are in the “Visitor” (Visiting Scholar/Paid) category.

Examples:

- Tenure track and non-tenured faculty positions
- Fulltime Research Associate
- Fulltime Professional Research Assistant
- Fulltime Professionals in ITS, Accounting, Athletic Coaching, Media Production
- Graduate Assistants
- FSU international students in paid positions (current students who get PT campus jobs)
- Spouses of FSU J-1 students who have a J-2 visa and are authorized to work in the US.
- International student on Optional Practical Training and authorized to work in the US.
- Any positions for international hires with existing authorization to work in the U.S.

Basic Information

Question 1, Select the employee responsible for this request:

This field will automatically populate the name of the person who creates the export control request. If the person creating the request is the responsible party, no changes are needed. If the person creating the request is a proxy for the responsible party (e.g., dept. rep.), be sure to perform the following steps:

| Option 1 – Complete the request then update the responsible party | Option 2 – Change the responsible party then complete the request |
|---|---|
| <ol style="list-style-type: none"> 1) Continue to complete the export control request. On the last page, Supporting Documents, click “Finish”. 2) On the left navigation pane, click “Manage Editors List” activity. Add your (proxy’s) name, and click OK. 3) On the left navigation pane, click “Edit Export Control” button. Change the responsible party’s name on the “Basic Information” page to the appropriate person. | <ol style="list-style-type: none"> 1) From the “Basic Information” page, click “Continue”. On the next page, click “Exit”. 2) On the left navigation pane, click “Manage Editors List” activity. Add your (proxy’s) name, and click OK. 3) On the left navigation pane, click “Edit Export Control” button. Change the responsible party’s name on the “Basic Information” page to the appropriate person and continue to complete the export control request. |

Note: Only the named responsible party can submit the export control request. If you change the responsible party's name before you assign yourself as an Editor, you will no longer have access to this Request.

| Questions | How To Guide |
|--|--|
| <p>1. * Select the employee responsible for this request:</p> <div data-bbox="115 327 565 373" style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 250px; height: 20px;" type="text"/> ... </div> | <p>This field will automatically populate the name of the person who is logged into in the system.</p> |
| <p>2. * Type of request:</p> <p>Visitor: Select “Visitor” for Visiting Scholar (Paid or Unpaid) or Short-Term Visitor to (1) Register a foreign visitor for a stay of 14 days or less, or (2) To request approval to invite a foreign or domestic visitor for a stay of more than 14 days. See document in RAMP Export Control Help Center for assistance in determining when this Request Type should be selected versus selecting Visa (I 129 Part6) Request Type below.</p> <p>Shipment: Select “Shipment” to request an international shipment only. Approval is not required for domestic shipments.</p> <p>Visa (I 129 Part 6): Select “Visa (I 129 Part 6)” to request to hire a foreign national (international employee). See document in RAMP Export Control Help Center for assistance in determining when this Request Type should be selected versus selecting Visitor Request Type above.</p> <p>Sponsored Research, Collaborations, and other Agreements: Select “Sponsored Research, Collaborations, and other Agreements” if the sponsored research involves components of Export Control (ITAR or EAR) - i.e., RAMP Grants submission indicates that an Export Control is involved in the project.</p> <p>DD Form 2345: Select “DD-2345” if FSU’s DD Form 2345 is needed: (1) for DoD solicitations that involve access to export-controlled data, (2) for conference/meeting attendance with export-controlled material/data, (3) for export-controlled technical data exchange between vendors, (4) to obtain Request for Proposal (RFP) details with export-controlled data, (5) for DoD Research/Development projects involving export-controlled data, or (6) to participate in a Directly Arranged Visit (DAV) (Canada to U.S. or U.S. to Canada).</p> <ul style="list-style-type: none"> <input type="radio"/> Visitor <input type="radio"/> Shipment <input type="radio"/> Visa (I-129 Part 6) <input type="radio"/> Sponsored Research, Collaborations, and other Agreements <input type="radio"/> DD-2345 <input type="radio"/> Biologics Access Controls <p>Clear</p> | <p>Review Background above, and if appropriate, select Visitor.</p> |
| <p>3. * Title (max 50 characters):</p> <div data-bbox="115 1759 532 1801" style="border: 1px solid #ccc; padding: 2px; width: 250px; height: 20px;"></div> | <p>Enter a title for this request. For example, “Invite John Jones as a Visiting Scholar ”</p> |

Visit Information

| Questions | How To Guide | | | | | | |
|---|--|----------|--------------------|-------------------------------------|-------------------------|--------|---|
| <p>1. * Date(s) of visit:</p> <table border="1" data-bbox="110 254 1117 327"> <thead> <tr> <th data-bbox="110 254 444 289">Start Date</th> <th data-bbox="444 254 779 289">End Date</th> <th data-bbox="779 254 1117 289">Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 289 444 327">[Date]</td> <td data-bbox="444 289 779 327">[Date]</td> <td data-bbox="779 289 1117 327">[Text]</td> </tr> </tbody> </table> <p>[+ADD]</p> | Start Date | End Date | Notes | [Date] | [Date] | [Text] | <p>Enter specific dates of the visit. These dates will be included in the Visiting Scholar/Research Agreement, if one is necessary.</p> |
| Start Date | End Date | Notes | | | | | |
| [Date] | [Date] | [Text] | | | | | |
| <p>2. * Hosting department or school:</p> <input data-bbox="110 436 565 485" type="text"/> | <p>Self-explanatory</p> | | | | | | |
| <p>3. * Identify the campus location(s) to be visited:</p> <table border="1" data-bbox="110 562 1117 636"> <thead> <tr> <th data-bbox="110 562 613 598">Facility</th> <th data-bbox="613 562 1117 598">Campus</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 598 613 636">[Facility chooser]</td> <td data-bbox="613 598 1117 636"><i>Displayed based on selection</i></td> </tr> </tbody> </table> <p>[+ADD]</p> | Facility | Campus | [Facility chooser] | <i>Displayed based on selection</i> | <p>Self-explanatory</p> | | |
| Facility | Campus | | | | | | |
| [Facility chooser] | <i>Displayed based on selection</i> | | | | | | |
| <p>4. * Type of visit:</p> <input data-bbox="110 745 516 793" type="text"/> | <p>Options:</p> <ul style="list-style-type: none"> ▪ Non-Students Visit ▪ Students Visit | | | | | | |
| <p>5. * Category of visit:</p> <input data-bbox="110 871 516 919" type="text"/> | <p>Options:</p> <ul style="list-style-type: none"> ▪ Short-Term Visitor (<= 14 days) ▪ Visiting Scholar (>14 days) | | | | | | |
| <p>6. * Select the activity that will be performed by the Visitor(s):</p> <ul style="list-style-type: none"> <input type="radio"/> Health Sciences - Clinical Activities <input type="radio"/> Health Sciences - Clinical Activities and Sciences, Technology, Engineering, and Mathematics (STEM) <input type="radio"/> Sciences, Technology, Engineering and Mathematics (STEM) <input type="radio"/> Humanities, Social Sciences, and Others <p>Clear</p> | <p>Shows if Q5 is “Visiting Scholar (>14 days)”</p> <p>Select <i>Sciences, Technology, Engineering and Mathematics (STEM)</i> for non-clinical health sciences.</p> | | | | | | |
| <p>7. * Select the Faculty Host responsible for this visit:</p> <input data-bbox="110 1375 565 1423" type="text"/> | <p>Self-explanatory</p> | | | | | | |
| <p>Show the following questions (Q8-Q20) if Q5 Category of Visit = “Visiting Scholar (>14 days)”</p> | | | | | | | |
| <p>8. * What is the benefit of this visit to you, your department and to FSU?</p> <input data-bbox="110 1537 1117 1648" type="text"/> | <p>Self-explanatory</p> | | | | | | |
| <p>9. * How will you provide oversight of the activities of this visiting scholar/researcher?</p> <input data-bbox="110 1753 1117 1864" type="text"/> | <p>Self-explanatory</p> | | | | | | |

| Questions | How To Guide | | | | |
|---|---------------------|----------|--|--|--|
| <p>10. * How much time per week will you spend with this visiting scholar/researcher?</p> <input data-bbox="115 210 532 254" type="text"/> | Self-explanatory | | | | |
| <p>11. * Will other staff, graduate or undergraduate students, or faculty work with this visiting scholar? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory | | | | |
| <p>a. Describe:</p> <input data-bbox="110 474 1118 583" type="text"/> | Shows if Q11 is YES | | | | |
| <p>12. * Will you be on leave during some or all of the visiting scholar's stay at FSU? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory | | | | |
| <p>a. Who is the alternate host of the incoming visiting scholar?</p> <input data-bbox="115 768 565 812" type="text"/> | Shows is Q12 is YES | | | | |
| <p>13. * Please indicate the use of FSU facilities and/or resources and access to research labs, and sponsored researched projects that will be provided to this visiting scholar/researcher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access to FSU Office/Lab Space <input type="checkbox"/> Swipe access to building <input type="checkbox"/> Key access to building <input type="checkbox"/> FSU Telephone <input type="checkbox"/> FSU Computer | Self-explanatory | | | | |
| <p>a. Provide building names and room numbers:</p> <input data-bbox="115 1213 565 1257" type="text"/> <table border="1" data-bbox="110 1262 1118 1337"> <thead> <tr> <th data-bbox="110 1262 613 1297">Name</th> <th data-bbox="613 1262 1118 1297">Building</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 1297 613 1337"></td> <td data-bbox="613 1297 1118 1337"></td> </tr> </tbody> </table> | Name | Building | | | Shows if Q13 contains "Access to FSU Office/Lab Space" |
| Name | Building | | | | |
| | | | | | |
| <p>14. * Will this person receive funding from FSU? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | | | | | |
| <p>a. What is the finding source?</p> <input data-bbox="115 1556 539 1600" type="text"/> | Shows if Q14 is YES | | | | |
| <p>b. What is the amount?</p> <input data-bbox="115 1680 532 1724" type="text"/> | Shows if Q14 is YES | | | | |
| <p>15. * Will the visiting scholar/researcher have access to FSU protected intellectual property? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory | | | | |

| Questions | How To Guide |
|---|---------------------|
| <p>a. Specify the property:</p> <div data-bbox="110 170 1117 279" style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q15 is YES |
| <p>16. * Will the visiting scholar/researcher be involved in the development of intellectual property at FSU? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 495 1117 604" style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q16 is YES |
| <p>17. * Will the visiting scholar/researcher bring any research material and/or background intellectual property with him/her? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 821 1117 930" style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q17 is YES |
| <p>18. * Will the visiting scholar/researcher bring any research material that will be co-mingled with any other material developed either by the host faculty member or other researcher at Florida State University? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 1178 1117 1287" style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q18 is YES |
| <p>19. * Does the host faculty member have a personal financial relationship with the visiting scholar's home organization? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 1503 1117 1612" style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q19 is YES |
| <p>20. * Does the host faculty member have research sponsored by the visiting scholar's home organization? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |

| Questions | How To Guide |
|---|---------------------|
| a. Describe: <input type="text"/> | Shows if Q20 is YES |

Visitor Information

| Questions | How To Guide | | | | |
|---|---------------------------------------|---------|------------------|-------------------------------------|---|
| 1. * First name (as it appears on passport): <input type="text"/> | Enter first name of visitor. | | | | |
| 2. Middle initial/name (as it appears on passport): <input type="text"/> | Self-explanatory | | | | |
| 3. * Last name (as it appears on passport): <input type="text"/> | Enter last name (surname) of visitor. | | | | |
| 4. * Countries of citizenship: <input type="text"/> ... <table border="1"> <thead> <tr> <th>Country</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> | Country | | Self-explanatory | | |
| Country | | | | | |
| | | | | | |
| 5. * Legal permanent resident of the U.S. (i.e. green card holder)? <input type="radio"/> Yes <input type="radio"/> No Clear | Self-explanatory | | | | |
| 6. * Affiliated company(ies)/institution(s)/organization(s): <input type="button" value="+ Add"/> <table border="1"> <thead> <tr> <th>Employer/Institution</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td> </td> <td><i>Displayed based on selection</i></td> </tr> </tbody> </table> | Employer/Institution | Address | | <i>Displayed based on selection</i> | Enter all companies, institutional, and organizations with which the visitor is affiliated. If the name of the affiliated entity is not in the picklist, select "Other" and enter the name in the next field. |
| Employer/Institution | Address | | | | |
| | <i>Displayed based on selection</i> | | | | |
| 7. * Country of Birth: <input type="text"/> ▼ | Self-explanatory | | | | |
| 8. * Country of Legal Permanent Residence: <input type="text"/> ▼ | Self-explanatory | | | | |

Add/Edit Visit Institution

| Questions | How To Guide |
|--|--------------|
| <p>Note: If your organization is not listed, select "Other" from the list.</p> <p>1. * Select an organization:</p> <input data-bbox="110 317 565 365" type="text"/> | |

Visitor with Research Information (If STEM)

| Questions | How To Guide |
|---|--------------------------|
| <p>1. * Describe in detail the research (technical scope; major technologies involved; etc.) the Visitor will conduct on the campus. If the Visitor is going to work on externally sponsored research, please also provide all the project identification number(s) currently known.</p> <input data-bbox="110 695 1117 806" type="text"/> | <p>Self-explanatory</p> |
| <p>2. * Will the applicant participate/collaborate <u>only</u> on projects considered "Fundamental Research" ?</p> <p>Definition of "Fundamental Research":</p> <p>Export Administration Regulations (EAR) definition: 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. (15 CFR §734.8)</p> <p>International Traffic in Arms Regulations (ITAR) definition: Fundamental research is defined to mean basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific U.S. Government access and dissemination controls. (22 CFR §120.11(8))</p> <p><input type="radio"/> Yes <input type="radio"/> No Clear</p> | <p>Self-explanatory</p> |
| <p>a. Describe:</p> <input data-bbox="110 1577 1117 1688" type="text"/> | <p>Shows if Q2 is NO</p> |
| <p>3. * Will the results of the Research be taught, published, or shared with the interested public?</p> <p><input type="radio"/> Yes <input type="radio"/> No Clear</p> | <p>Self-explanatory</p> |


| Questions | How To Guide |
|---|--------------------|
| <p>a. Describe:</p> <div data-bbox="110 170 1117 279" style="border: 1px solid black; height: 50px;"></div> | Shows if Q3 is NO |
| <p>4. * Will the visitor be provided access to any ongoing DoD, NASA or defense industry research or research results <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 495 1117 604" style="border: 1px solid black; height: 50px;"></div> | Shows if Q4 is YES |
| <p>5. * Is any technology or technical data that will be released to the Visitor unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 858 1117 968" style="border: 1px solid black; height: 50px;"></div> | Shows if Q5 is YES |
| <p>6. * Will the Visitor be provided access to technical data or software from a third-party for which a confidentiality agreement (e.g. NDA or CDA) is in place? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 1184 1117 1293" style="border: 1px solid black; height: 50px;"></div> | Shows if Q6 is YES |
| <p>7. * Will any software source code be released to the Visitor? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |
| <p>a. Describe:</p> <div data-bbox="110 1472 1117 1581" style="border: 1px solid black; height: 50px;"></div> | Shows if Q7 is YES |
| <p>8. * Will the Visitor be provided access to equipment designed or developed for military, space, or nuclear applications? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | Self-explanatory |

| Questions | How To Guide |
|---|---------------------|
| a. Describe: <div style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q8 is YES |
| 9. * Reasons/purposes of visit: <div style="border: 1px solid black; height: 50px; width: 100%;"></div> | Self-explanatory |
| 10. * Will the visitor be involved in research associated with biological agents that are associated with select agents, pathogens or toxins? <input type="radio"/> Yes <input type="radio"/> No Clear | Self-explanatory |
| a. Describe: <div style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q10 is YES |
| 11. * Will the visitor be working with materials obtained under a Materials Transfer Agreement (MTA)? <input type="radio"/> Yes <input type="radio"/> No Clear | Self-explanatory |
| a. Describe: <div style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q11 is YES |
| 12. * Will the proposed research involve human subjects, animal subjects, or use of hazardous materials or chemicals? <input type="radio"/> Yes <input type="radio"/> No Clear | Self-explanatory |
| a. Describe: <div style="border: 1px solid black; height: 50px; width: 100%;"></div> | Shows if Q12 is YES |
| 13. * Is the visiting scholar/researcher's home organization an entity with an intellectual property interest in the research the visiting scholar/researcher will carry out at FSU? <input type="radio"/> Yes <input type="radio"/> No Clear | Self-explanatory |
| 14. * Upload Visitor's CV: [None] <input type="button" value="Upload"/> | Self-explanatory |

| Questions | How To Guide |
|---|---|
| <p>15. * List the non-FSU funding sources and amounts that will cover the visitor's living expenses during the visit:</p> <div data-bbox="110 205 1117 317" style="border: 1px solid black; height: 50px; width: 100%;"></div> | <p>Self-explanatory</p> |
| <p>16. * Will any donations or payments to the FSU Foundation for the academic department or college on behalf of the visitor be made? <input type="radio"/> Yes <input type="radio"/> No Clear</p> | <p>Enter as directed.</p> <p><i>In addition, if funds are provided to FSU as compensation for use of facilities, material, or equipment, a Bench Fees Payment Memo must be completed within 30 days of the scholar's arrival by the host faculty member and sent to the Chair/Director of host academic unit, and the Dean of the college or unit, for approval and signature. The signed form must be sent to Dr. Stephen McDowell at smcdowell@fsu.edu. The form and directions are available at: https://global.fsu.edu/visiting-scholars.</i></p> |
| <p>If donations or payments are made on behalf of the visitor, the "Visiting Scholars/Researchers: Bench Fees Payment Memo" must be completed within 30 days of the scholar's arrival by the host faculty member and sent to the Chair/Director of host academic unit, and the Dean of the college or unit, for approval and signature.</p> <p>The form and directions are available at: https://global.fsu.edu/visiting-scholars</p> | <p>Shows if Q16 is YES</p> |
| <p>17. * Select visa type to be used for visitor:</p> <ul style="list-style-type: none"> <input type="radio"/> No visa needed. This visitor is a U.S. citizen, Permanent Resident, Asylee, or Refugee. <input type="radio"/> Visitor (business/tourist) visa or visa waiver <input type="radio"/> FSU-Sponsored J-1 Exchange Visitor visa <input type="radio"/> Other <p>Clear</p> | <p>Self-explanatory</p> |
| <p>a. If Other, describe:</p> <div data-bbox="110 1470 1117 1581" style="border: 1px solid black; height: 50px; width: 100%;"></div> | <p>Shows if Q17 is OTHER</p> |

| Questions | How To Guide |
|---|---|
| <p>18. Identify training that the visitor will receive prior to beginning research work (select all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Biosafety <input type="checkbox"/> Chemical Safety <input type="checkbox"/> Fire Safety <input type="checkbox"/> Industrial Hygiene <input type="checkbox"/> Laboratory Safety <input type="checkbox"/> Radiation Safety <input type="checkbox"/> Human Subjects Research <input type="checkbox"/> Animal Subjects Research | <p>Self-explanatory</p> |

Supporting Documents

| Questions | How To Guide | | | | | | | | | | | | | | | | |
|---|---|---------------|----------|----------|---|-----------|----------------|----------------|--|--|--|--|--|--|--|--|--|
| <p>1. Attach additional supporting documents:</p> <p>For both Visitor (Visiting Scholar (Paid and Unpaid)) and Visa (International Employee) Request Types, a completed and signed "Certification Regarding Participation in a Foreign Government Talent Recruitment Program (FGTRP)" must be uploaded here as a supporting document.</p> <p>For Visitor (Visiting Scholar (Paid and Unpaid)) Request Type, a completed and signed "Visiting Scholar Agreement Form" will be requested by the Office of Research Compliance Programs and uploaded here prior to finalizing the Request.</p> <p>+ Add</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Date Modified</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Document Name | Date Modified | | | <p>Self-explanatory</p> | | | | | | | | | | | | |
| Document Name | Date Modified | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| <p>Review:</p> <ul style="list-style-type: none"> Please review the entered information for accuracy before submitting. Click "Finish" on this form to return to the workspace. Update the Manage Editors activity as needed as described on Page 2. | <p>Be sure to complete the final steps outlined here to submit your Request for review.</p> | | | | | | | | | | | | | | | | |
| <p>Add Chair/Director and Dean Approvers</p> | <p>Request Types VISA and VISITORS require chair and dean approval.</p> | | | | | | | | | | | | | | | | |
| <p>On the left navigation panel on the workspace, select</p> <p> Manage Ancillary Reviews</p> | | | | | | | | | | | | | | | | | |
| <p>1. * Identify each organization or person who should provide additional review:</p> <p>+ Add</p> <table border="1"> <thead> <tr> <th>Ancillary Person</th> <th>Organization</th> <th>Type</th> <th>Required</th> <th>Accepted</th> <th>Comments</th> <th>Documents</th> <th>Date Submitted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Ancillary Person | Organization | Type | Required | Accepted | Comments | Documents | Date Submitted | | | | | | | | | <p>Click "Add" icon.</p> |
| Ancillary Person | Organization | Type | Required | Accepted | Comments | Documents | Date Submitted | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

| 2. Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div> | Self-explanatory | | | | |
|---|------------------|---------------|--|--|--|
| 3. Supporting Documents <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">+ Add</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 70%;">Document Name</th> <th style="width: 30%;">Date Modified</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table> | Document Name | Date Modified | | | |
| Document Name | Date Modified | | | | |
| | | | | | |

Add Ancillary Review

| | |
|--|---|
| 1. * Select either an Organization or Person as a Reviewer Organization: <input style="width: 200px;" type="text"/> ... Person: <input style="width: 200px;" type="text"/> ... | Enter the name of the chair or chair’s designee who is responsible for submitting this type of request in RAMP. |
| 2. Review Type: <input style="width: 150px; height: 20px;" type="text"/> ▼ | Select “Other” |
| 3. * Is a Response Required: <input type="radio"/> Yes <input type="radio"/> No Clear | Select “Yes” |
| Click OK. | |
| <p><u>Repeat this step for dean or dean’s designee.</u></p> | |
| Review and Submit: <ul style="list-style-type: none"> Please review the entered information for accuracy before submitting. On the left side of the workspace, click on the “Submit” activity and click “OK”. | Be sure to complete the final steps outlined here to submit your Request for review. |