

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](mailto: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 at 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 full time 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 a permanent, salaried FSU position) but will receive a part-time appointment from the FSU department. This appointment cannot be for more than half time (.5 FTE), 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 US citizens and US permanent residents as well as international visitors. Local domestic hires (live in the area and applied 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 (Full-time post docs paid by FSU are not considered Visiting Scholars).
- 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, part-time 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)*):

***Select international employee for international hires who will receive an FSU sponsored visa such as an H1-B or J1 Scholars. (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 a specialty occupation (ex. ITS, Accounting, Athletic Coaching, Media Production)
- Graduate Assistants or International student employees
- 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 appointment 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
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	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

responsible party's name on the "Basic Information" page to the appropriate person.	Information" page to the appropriate person and continue to complete the export control request.
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**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><b>1. * Select the employee responsible for this request:</b></p> <div> <input type="text"/> <span>...</span> </div>	<p>This field will automatically populate the name of the person who is logged into in the system.</p>
<p><b>2. * Type of request:</b></p> <p><b>Visitor:</b> 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><b>Shipment:</b> Select "Shipment" to request an international shipment only. Approval is not required for domestic shipments.</p> <p><b>Visa (I 129 Part 6):</b> 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><b>Sponsored Research, Collaborations, and other Agreements:</b> 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><b>DD Form 2345:</b> 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"> <li><input type="radio"/> Visitor</li> <li><input type="radio"/> Shipment</li> <li><input type="radio"/> Visa (I-129 Part 6)</li> <li><input type="radio"/> Sponsored Research, Collaborations, and other Agreements</li> <li><input type="radio"/> DD-2345</li> <li><input type="radio"/> Biologics Access Controls</li> </ul> <p><a href="#">Clear</a></p>	<p>Review Background above, and if appropriate, select "Visa (I 129 Part 6)".</p>

Questions	How To Guide
<b>3. * Title (max 50 characters):</b> <input type="text"/>	Enter a title for this request. For example, "Hire John Jones"

## Position Information

Questions	How To Guide						
<b>1. * Job code and job title:</b> <input type="text"/>	Self-explanatory						
<b>2. * Hiring department or school:</b> <input type="text"/> ...	Self-explanatory						
<b>3. * Supervisor:</b> <input type="text"/> ...	Self-explanatory						
<b>4. Supervisor email address (will be displayed upon save:</b> [Read-Only]	Self-explanatory						
<b>5. * Date(s):</b> <table> <tr> <th>Start Date</th><th>End Date</th><th>Notes</th></tr> <tr> <td>[Date]</td><td>[Date]</td><td>[Text]</td></tr> </table> [+ADD]	Start Date	End Date	Notes	[Date]	[Date]	[Text]	Enter position start and end dates. Add optional notes.
Start Date	End Date	Notes					
[Date]	[Date]	[Text]					
<b>6. * Brief job description:</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Self-explanatory						
<b>7. * Status:</b> <input type="radio"/> Staff <input type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Post Doc <a href="#">Clear</a>	Self-explanatory						
<b>8. * Will the foreign hire work/participate/collaborate in research?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory						

## Foreign Hire Information

Questions	How To Guide
<b>1. * First name (as it appears on passport):</b> <input type="text"/>	Self-explanatory

Questions	How To Guide
<b>2. Middle initial/name (as it appears on passport):</b> <input type="text"/>	Self-explanatory
<b>3. * Last name (as it appears on passport):</b> <input type="text"/>	Last name or surname.
<b>4. * Countries of citizenship:</b> <input type="text"/> ... <div>Country</div> <input type="text"/>	Self-explanatory
<b>5. * Legal permanent resident of the U.S. (i.e. Green Card holder)?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>6. * Reason for application:</b> <input type="text"/> ▼	Self-explanatory
<b>7. If the individual is already an employee, provide his/her OMNI Employee ID Number (e.g., 10001234):</b> <input type="text"/>	Self-explanatory
<b>8. * Country of Birth:</b> <input type="text"/> ▼	Self-explanatory
<b>9. * Country of Legal Permanent Residence:</b> <input type="text"/> ▼	Self-explanatory

## Research Description (If RESEARCH)

Questions	How To Guide
<b>1. * Will any of the research be sponsored, in whole or in part, by either the institution or an external sponsor, including the federal government?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. * Describe:</b> <input type="text"/>	Shows if Q1 is YES
<b>b. * Provide the sponsor's project identification number(s) currently known:</b> <input type="text"/>	Shows if Q1 is YES

Questions	How To Guide
<p><b>2. * Describe in detail the research that will be performed (technical scope, major technologies involved, etc.):</b></p> <div></div>	Self-explanatory
<p><b>3. * Will the applicant participate/collaborate <u>only</u> on projects considered "Fundamental Research"?</b></p> <p><b>Definition of "Fundamental Research":</b></p> <p><b>Export Administration Regulations (EAR) definition:</b> 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><b>International Traffic in Arms Regulations (ITAR) definition:</b> 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 <a href="#">Clear</a></p>	Self-explanatory
<p><b>a. Explain:</b></p> <div></div>	Shows if Q3 is NO
<p><b>4. * Could the results of the work be taught, published, or shared broadly with the scientific community?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></p>	Self-explanatory
<p><b>a. Explain:</b></p> <div></div>	Shows if Q4 is NO
<p><b>5. * Are there any restrictions on the research projects the foreign hire will participate/collaborate?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></p>	Self-explanatory
<p><b>a. Describe:</b></p> <div></div>	Shows if Q5 is YES

Questions	How To Guide
<b>6. * Will any technology or technical data that will be released to the foreign hire be 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?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q6 is YES
<b>7. * Will any software source code be released to the foreign hire?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q7 is YES
<b>8. * Will the foreign hire be provided access to any third-party owned technical data or technology that is considered proprietary or confidential to the third-party owner? This includes US Government furnished technical data with dissemination controls or other restrictive markings</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q8 is YES
<b>9. * Will the foreign hire be provided access to equipment designed or developed for military, space, or nuclear applications?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q9 is YES
<b>10. * Will the applicant be provided access to any ongoing DoD, NASA, or defense industry research or research results?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q10 is YES

Questions	How To Guide
<b>11. * Will the applicant be involved in research associated with biological agents that are associated with select agents, pathogens or toxins?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q11 is YES
<b>12. * Will the applicant be working with materials obtained under a Materials Transfer Agreement (MTA)?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q12 is YES
<b>13. * Will the applicant's research involve human subjects, animal subjects, or use of hazardous materials or chemicals?</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>	Self-explanatory
<b>a. Describe:</b> <div></div>	Shows if Q13 is YES



## Supporting Documents

Questions								How To Guide				
<div>1. Attach additional supporting documents:</div> <div>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.</div> <div>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.</div> <div><div>+ Add</div></div> <table><tr><th>Document Name</th><th>Date Modified</th></tr><tr><td></td><td></td></tr></table> <div>Please take this opportunity to review the information you have provided. It is very important that the responses in this submission be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this submission and may result in the submission being returned to the responsible party for correction or completion.</div> <div>Please note that this submission has not yet been submitted for review. Upon completing the information in this submission and clicking the "Finish" button below, the responsible party must also click the “Submit” activity from the submission workspace in order to forward this submission for review.</div>								Document Name	Date Modified			<div>Self-explanatory</div>
Document Name	Date Modified											
<div>Review:</div> <div><ul style="list-style-type: none"><li>Please review the entered information for accuracy before submitting.</li><li>Click “Finish” on this form to return to the workspace.</li><li>Update the Manage Editors activity as needed as described on Page 2.</li></ul></div>								<div>Be sure to complete the final steps outlined here to submit your Request for review.</div>				
<div>Add Chair/Director and Dean Approvers</div>								<div>Request Types VISA and VISITORS require chair and dean approval.</div>				
<div>On the left navigation panel on the workspace, select</div> <div><div><div></div></div> Manage Ancillary Reviews</div>												
<div>1. * Identify each organization or person who should provide additional review:</div> <div><div>+ Add</div></div>								<div>Click “Add” icon.</div>				
Ancillary Person	Organization	Type	Required	Accepted	Comments	Documents	Date Submitted					

<b>2. Comments:</b> <div></div>		Self-explanatory			
<b>3. Supporting Documents</b> <div>+ Add</div> <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	
Document Name	Date Modified				

## Add Ancillary Review

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