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

READ BEFORE PROCEEDING:

A RAMP Export Control Request Type of **VISITOR** is required to be submitted for **All Visiting Scholars**, including:

- ❖ **Domestic/International**
- ❖ **Paid/Unpaid**
- ❖ **Short/Long-Term**
- ❖ **Unpaid recent graduates with F-1 OPT or J-1 Academic Training**

RAMP Export Control SmartForm Pages and Questions for VISA Request Type

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 answering the questions on behalf of Responsible Party (e.g., dept. rep.), the dept. rep. should perform the following steps:

1) Complete the export control request leaving your (dept. rep.) name as Responsible Party.
2) On the last page, Supporting Documents, click "Finish".
3) On the left navigation pane on the workspace, click "Manage Editors List" activity.
4) Add your (dept. rep.) name, and click OK.
5) On the left navigation pane on the workspace, click "Edit Export Control" button.
6) Change the responsible party's name on the "Basic Information" page to the appropriate person.
7) Click "Save" and "Exit."
8) Notify the Responsible Party for review and submission of the request.

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

Questions	How To Guide
1. * Select the employee responsible for this request: [ ] [...]	This field will automatically populate the name of the person who is logged into in the system.
2. * Type of request: **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 Controls Help Center for assistance in determining when this Request Type should be selected versus selecting Visa (I 129 Part6) Request Type below. **Shipment:** Select "Shipment" to request an international shipment only. Approval is not required for domestic shipments. **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 Controls Help Center for assistance in determining when this Request Type should be selected versus selecting Visitor Request Type above. **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. **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). **Biologics Access Controls:** Select this request type only when controlled biologics are used in a BSL-2 or BSL-3. 　○ Visitor 　○ Shipment 　○ Visa (I-129 Part 6) 　○ Sponsored Research, Collaborations, and other Agreements 　○ DD-2345 　○ Biologics Access Controls 　　Clear	Review Background above, and if appropriate, select Visitor.
3. * Title (max 50 characters): [ ]	Enter a title for this request. For example, "Invite John Jones as a Visiting Scholar "

Visit Information

Questions	How To Guide
1. * Date(s) of visit: 	Enter specific dates of the visit. These dates will be included in the Visiting Scholar/Research Agreement, if one is necessary.

Start Date	End Date	Notes
[Date]	[Date]	[Text]

[+ADD]

Questions	How To Guide
2. * Hosting department or school: [_____] [...]	Self-explanatory

3. * Identify the campus location(s) to be visited:	Self-explanatory

Facility	Campus
[Facility chooser]	*Displayed based on selection*

[+ADD]

Questions	How To Guide
4. * Type of visit: [▼]	Options: ▪ Non-Students Visit ▪ Students Visit
5. * Category of visit: [▼]	Options: ▪ Short-Term Visitor (<= 14 days) ▪ Visiting Scholar (>14 days)
6. * Select the activity that will be performed by the Visitor(s): ○ Health Sciences - Clinical Activities ○ Health Sciences - Clinical Activities and Sciences, Technology, Engineering, and Mathematics (STEM) ○ Sciences, Technology, Engineering and Mathematics (STEM) ○ Humanities, Social Sciences, and Others Clear	Shows if Q5 is "Visiting Scholar (>14 days)" Select *Sciences, Technology, Engineering and Mathematics (STEM)* for non-clinical health sciences.
7. * Select the Faculty Host responsible for this visit: [_____] [...]	Self-explanatory

Show the following questions (Q8-Q20) if Q5 Category of Visit = "Visiting Scholar (>14 days)"

Questions	How To Guide
8. * What is the benefit of this visit to you, your department and to FSU? [_____]	Self-explanatory
9. * How will you provide oversight of the activities of this visiting scholar/researcher? [_____]	Self-explanatory

Questions	How To Guide
10. * How much time per week will you spend with this visiting scholar/researcher? [ ]	Self-explanatory
11. * Will other staff, graduate or undergraduate students, or faculty work with this visiting scholar? ◯ Yes ◯ No Clear	Self-explanatory
a. Describe: [ ]	Shows if Q11 is YES
12. * Will you be on leave during some or all of the visiting scholar's stay at FSU? ◯ Yes ◯ No Clear	Self-explanatory
a. Who is the alternate host of the incoming visiting scholar? [...]	Shows is Q12 is YES
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: ☐ Access to FSU Office/Lab Space ☐ Swipe access to building ☐ Key access to building ☐ FSU Telephone ☐ FSU Computer	Self-explanatory
a. Provide building names and room numbers: [...] <table><tr><th>Name</th><th>Building</th></tr><tr><td></td><td></td></tr></table>	Shows if Q13 contains "Access to FSU Office/Lab Space"
14. * Will this person receive funding from FSU? ◯ Yes ◯ No Clear	
a. What is the finding source? [ ]	Shows if Q14 is YES
b. What is the amount? [ ]	Shows if Q14 is YES
15. * Will the visiting scholar/researcher have access to FSU protected intellectual property? ◯ Yes ◯ No Clear	Self-explanatory

Questions	How To Guide
a. Specify the property:	Shows if Q15 is YES
16. * Will the visiting scholar/researcher be involved in the development of intellectual property at FSU? ◯ Yes ◯ No <u>Clear</u>	Self-explanatory
a. Describe:	Shows if Q16 is YES
17. * Will the visiting scholar/researcher bring any research material and/or background intellectual property with him/her? ◯ Yes ◯ No <u>Clear</u>	Self-explanatory
a. Describe:	Shows if Q17 is YES
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? ◯ Yes ◯ No <u>Clear</u>	Self-explanatory
a. Describe:	Shows if Q18 is YES
19. * Does the host faculty member have a personal financial relationship with the visiting scholar's home organization? ◯ Yes ◯ No <u>Clear</u>	Self-explanatory
a. Describe:	Shows if Q19 is YES
20. * Does the host faculty member have research sponsored by the visiting scholar's home organization? ◯ Yes ◯ No <u>Clear</u>	Self-explanatory

Questions	How To Guide
a. Describe:	Shows if Q20 is YES

Visitor Information

Questions	How To Guide
1. * First name (as it appears on passport):	Enter first name of visitor.
2. Middle initial/name (as it appears on passport):	Self-explanatory
3. * Last name (as it appears on passport):	Enter last name (surname) of visitor.
4. * Countries of citizenship: ... **Country**	Self-explanatory
5. * Legal permanent resident of the U.S. (i.e. green card holder)? ○ Yes ○ No Clear	Self-explanatory
6. * Affiliated company(ies)/institution(s)/organization(s): + Add **Employer/Institution** / **Address** *Displayed based on selection*	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.
7. * Country of Birth: ▼	Self-explanatory
8. * Country of Legal Permanent Residence: ▼	Self-explanatory

Add/Edit Visit Institution

Questions	How To Guide
Note: If your organization is not listed, select "Other" from the list. **1. * Select an organization:** [_____] [...]	

Visitor with Research Information (If STEM)

Questions	How To Guide
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.	Self-explanatory
2. * Will the applicant participate/collaborate <u>only</u> on projects considered "Fundamental Research" ? **Definition of "Fundamental Research":** **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) **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)) ❍ Yes ❍ No <u>Clear</u>	Self-explanatory
a. Describe:	Shows if Q2 is NO
3. * Will the results of the Research be taught, published, or shared with the interested public? ❍ Yes ❍ No <u>Clear</u>	Self-explanatory

Questions	How To Guide
a. Describe:	Shows if Q3 is NO
4. * Will the visitor be provided access to any ongoing DoD, NASA or defense industry research or research results ◯ Yes ◯ No Clear	Self-explanatory
a. Describe:	Shows if Q4 is YES
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? ◯ Yes ◯ No Clear	Self-explanatory
a. Describe:	Shows if Q5 is YES
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? ◯ Yes ◯ No Clear	Self-explanatory
a. Describe:	Shows if Q6 is YES
7. * Will any software source code be released to the Visitor? ◯ Yes ◯ No Clear	Self-explanatory
a. Describe:	Shows if Q7 is YES
8. * Will the Visitor be provided access to equipment designed or developed for military, space, or nuclear applications? ◯ Yes ◯ No Clear	Self-explanatory

Questions	How To Guide
a. Describe:	Shows if Q8 is YES
9. * Reasons/purposes of visit:	Self-explanatory
10. * Will the visitor be involved in research associated with biological agents that are associated with select agents, pathogens or toxins? ○ Yes ○ No Clear	Self-explanatory
a. Describe:	Shows if Q10 is YES
11. * Will the visitor be working with materials obtained under a Materials Transfer Agreement (MTA)? ○ Yes ○ No Clear	Self-explanatory
a. Describe:	Shows if Q11 is YES
12. * Will the proposed research involve human subjects, animal subjects, or use of hazardous materials or chemicals? ○ Yes ○ No Clear	Self-explanatory
a. Describe:	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? ○ Yes ○ No Clear	Self-explanatory
14. * Upload Visitor's CV: [None] [Upload]	Self-explanatory

Questions	How To Guide
15. * List the non-FSU funding sources and amounts that will cover the visitor's living expenses during the visit:	Self-explanatory
16. * Will any donations or payments to the FSU Foundation for the academic department or college on behalf of the visitor be made? ◯ Yes ◯ No Clear	Enter as directed. *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.*
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. The form and directions are available at: https://global.fsu.edu/visiting-scholars	Shows if Q16 is YES
17. * Select visa type to be used for visitor: ◯ No visa needed. This visitor is a U.S. citizen, Permanent Resident, Asylee, or Refugee. ◯ Visitor (business/tourist) visa or visa waiver ◯ FSU-Sponsored J-1 Exchange Visitor visa ◯ Other Clear	Self-explanatory
a. If Other, describe:	Shows if Q17 is OTHER

Questions	How To Guide
18. Identify training that the visitor will receive prior to beginning research work (select all that apply): ☐ Biosafety ☐ Chemical Safety ☐ Fire Safety ☐ Industrial Hygiene ☐ Laboratory Safety ☐ Radiation Safety ☐ Human Subjects Research ☐ Animal Subjects Research	Self-explanatory

Supporting Documents

Questions	How To Guide
1. Attach additional supporting documents: 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. 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. **+ Add** | Document Name	Date Modified
	| 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. 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.	Self-explanatory
Review: • 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.	Be sure to complete the final steps outlined here to submit your Request for review.

Questions	How To Guide
## Add Chair/Director and Dean Approvers	
On the left navigation panel on the workspace, select 👥 Manage Ancillary Reviews	This step must be done twice. Once to add "Chair/Director Approval" and one to add "Dean Approval."
1. * Identify each organization or person who should provide additional review: ➕ Add	Click "Add" icon.

Ancillary Person	Organiza-tion	Type	Required	Accepted	Comments	Docu-ments	Date Submitted	

2. Comments:	Self-explanatory
3. Supporting Documents ➕ Add	

Document Name	Date Modified

Add Ancillary Review

1. * Select either an Organization or Person as a Reviewer Organization: [_____] [...] Person: [_____] [...]	Enter the name of the chair or chair's designee who is responsible for submitting this type of request in RAMP. Organizations are not available.
2. Review Type: [_____] ▼	Select "Chair/Director Approval" or "Dean Approval" as appropriate.
3. * Is a Response Required: ○ Yes ○ No Clear	Select "Yes"
Click OK.	
### Repeat this step for dean or dean's designee.	
Review and Submit: • Please review the entered information for accuracy before submitting. • On the left side of the workspace, click on the "Submit" activity and click "OK". • Only the named Responsible Party can submit the export control request.	Be sure to complete the final steps outlined here to submit your Request for review.