International Scholars and International Visitors Portal

In accordance with the UF Policy on Hosting International Scholars and International Visitors, UF RISC is UF's designated office to review and approve requests to host International Scholars and International Visitors. Sponsoring Departments must submit visit requests via the International Scholars and International Visitors Portal.

This form is managed by UF Research Integrity, Security & Compliance (RISC).

Instructions:

The following set of instructions will provide guidance to individuals completing and submitting a request for UF RISC review through the portal. For questions regarding completion of the form, please email international@research.ufl.edu.

1. Requester Information: this field will auto-populate with the name and email address of the individual logging in using their UFID credentials. The request should be completed by a department or unit representative and not the International Scholar or International Visitor.

2. Scholar/Visitor Information:

    a. Enter the First, Middle (if known), and Last name of the scholar/visitor.
    b. Enter the email address of the visitor.
    c. Enter the eight (8) digit numerical Department ID. If you do not know your department ID, review the Department ID Directive on the UF Controller website.
    d. The anticipated start date for the visit is required. If known, also enter the optional end date of the visit.
    e. Enter the individual's current country of citizenship. If the individual has multiple citizenships, please enter the most recent citizenship.
    f. Enter the scholar's country of domicile, as defined in BOG 9.012 guidance to mean "for purposes of this guidance document, domicile is defined as a physical presence in a foreign country of concern with an intent to return thereto. Intent is demonstrated by an absence of seeking citizenship in the United States."
    g. Research funding includes all resources which provide support or are related to an individual's research endeavors, regardless of whether they have monetary value, and regardless of source.   The International scholar/visitor will not necessarily be the Principal Investigator or recipient of the grant, award or agreement.
    h. International Scholar/Visitor Type:
        i. Professor: An individual primarily engaged in teaching, lecturing, observing, or consulting. A professor may also conduct research, as long as research is not the primary objective of their program the visitor cannot be a candidate for a tenure-accruing position. Maximum duration: five (5) years.
        ii. Research Scholar: An individual primarily engaged in conducting research, observing, or consulting in connection with a research program. A research scholar may also teach or lecture as long as teaching or lecturing is not the primary objective of their program. Maximum duration: five (5) years.

      iii. <u>Short-Term Scholar:</u> An individual primarily engaged in conducting research, observing, consulting, teaching, training, or lecturing for a short-term program. Maximum duration: six (6) months.

      iv. <u>Other:</u> An individual who does not fall under the professor, research scholar, short-term scholar or student intern J-1 categories. This may include individuals on an F-1 OPT visa. This does not include graduate or undergraduate students or U.S. Citizens.

i. Funding Source of Visit: enter the appropriate category and numerical code.

      i. <u>UF Sponsored Research:</u> This includes all UF proposals, agreements, awards, and projects that are funded by an internal or external sponsor, i.e. funding support routed through the Division of Sponsored Programs and housed in UFIRST. For example: P00012345, AWD1526, PRO0002222, AGR00098756

      ii. <u>UF Internally Funded Research:</u> This includes overhead funds, start-up funds, seed funds, Internal Support Programs, departmental (E&G) funds, etc. This research is funded by UF and not by an external sponsor. This account code or chart field will not be 201, 209, 214. For additional information on chart fields, please visit: [Required-Chartfield-by-Fund.xlsx (live.com)](Required-Chartfield-by-Fund.xlsx)

      iii. <u>Other Research:</u> This includes research the scholar/visitor is bringing with them as part of a research project from their home institution or as part of their degree program. This research is not funded by UF and UF is not receiving any funds from these projects.

ii. Research Involvement: If the scholar/visitor will be engaged in research or support of research, regardless of monetary support, position title or allocation, answer "yes". This does not include general teaching or instruction duties.

3. UF Sponsorship Information:

    a. Enter the Supervisor's UFID and the alternate supervisor's UFID.
    b. Research Project number: Please provide the UFIRST project number(s) of the UF Sponsored Research the scholar/visitor will be engaged in, regardless of whether the individual is funded directly from the source or not. If the UFIRST project is unknown, please provide the PXXX, AWD, AGR or PRO number. UF Internally Funded Research generally will not have a UFIRST project number.

4. Technology Control Plan: A Technology Control Plan (TCP) is an internal document between UF RISC and a researcher or PI, designed to lay out the security requirements which ensure compliance with export control regulations and contract terms. This question should be mark "yes, the sponsoring faculty member does have a Technology Control Plan" if the sponsoring or alternate supervisor is involved in a TCP, regardless of whether the scholar/visitor will be involved in the TCP or not.

5. Supporting Documents: **DO NOT** load any documents which detail Personally Identifiable Information (PII), including Social Security Numbers, Passport numbers, personal bank statements, an individual tax or citizenship number, a driver's license, ID, etc.

6. Notes: please detail any additional information you would like to provide to UF RISC during the review. This may include additional notes regarding the scholar/visitor's duties, or questions for UF RISC. If scholar will be involved in multiple research projects or have multiple funding sources, please provide additional information in this section.

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Frequently Asked Questions:

1. Is UF RISC part of the UF International Center (UFIC)?

> No. UF Research Integrity, Security and Compliance reports to the Vice President for Research. UF RISC partners closely with UFIC to ensure that visa review & processing follows federal and state laws and UF Policy.
>
> UF RISC reviews scholars/visitors for compliance with federal and state export control and research security laws, regulations, and statutes. UFIC processes and provides scholars/visitors with the documentation required to apply for a visit and supports scholars/visitors after their arrival to UF.

2. When should I submit a new request for a scholar currently visiting UF?

> The UF Policy on Hosting International Visitors and International Scholars requires department submit requests for scholars/visitor 30 days in advance of all UFIC processing deadlines. Graduate and Undergraduate students do not meet the definition of an International Visitor or International Scholar and should not be submitted for RISC review.
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> A request must be submitted for an individual on a visa sponsored by UF, even if approval to hire the individual is granted through a Researcher/Research Support review in the Human Resources PageUp system.
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> Scholar/visitor request with an expected arrival date of more than six months in the future will not be reviewed unless the individual is visiting UF as a Fulbright Scholar.

3. Is submission of a new request required for a scholar previously approved by RISC who did not visit during their intended dates?

> Yes. If an International Visitor or Scholar was previously approved by UF RISC and was delayed over six (6) months in their arrival date, a new approval is required prior to arrival.

4. How long should I expect the RISC approval process to take?

> UF Policy allows up to 30 days for UF RISC review of an International Visitor or International Scholar through the portal. Additional deadlines for submission are required by UFIC prior to their issuance of a DS-2019 for visa applications.

5. What does "domicile" mean?

FL Board of Governors regulation 9.012 and related Guidance Document defines "domicile".

"Domicile: For purposes of this guidance document, domicile is defined as a physical presence in a foreign country of concern with an intent to return thereto. Intent is demonstrated by an absence of seeking citizenship in the United States."

6. How does the "Funding Source of Visit" and "Description of Funding" differ from "Type of Research at UF"?

> The Funding Source of Visit and Description of Funding must be filled out for the type and source of financial support the individual will receive to visit UF. This may be internal or external financial support, such as personal funds or a support from the individuals home institution.

> Alternatively, the Type of Research at UF is limited to financial support provided through UF financial systems. For example, UF Internally funded research may include department funds or start-up. If Other Researcher is the option selected, this may include a scholarship or other financial support which flows through UF specifically for the individual, such as CAPES funding or a personal dissertation scholarship.

> When an individual is employed at UF, these may be the same source of funds, however, when the individual is providing their own source of financial support or has their own research grant from an international organization, they will be different.

7. How do I know if a faculty member or supervisor is working on a Technology Control Plan (TCP)?

> The individual or UF RISC can provide this information to you. UF Research administers at the college level may also be of assistance. If you are still unsure, please send a question to UF RISC using the online contact us link: https://uf.tfaforms.net/f/risc-contact

8. What is required for a scholar/visitor's complete CV?

> A complete CV includes a summary of a person's career, qualifications, and post-secondary education. A complete CV must include all publications from post-secondary education, and all professional appointments/engagement beginning with the start of post-secondary education, and the complete CV may not include any gaps in history over six months. The CV must be in English.

9. If an individual is self-funded using personal funds, what documentation is required to be uploaded in the financial sponsorship documentation section?

> The department is not required to upload them to the portal. Do not upload personal bank statements, only enter examples of financial support from another entity, such as proof of a fellowship or a letter of scholarship offer.

10. What is required in the Abstract & Duties documentation?

> This section should provide an overview of the scholar/visitor's research portfolio, anticipated work and/or research scope. The department is not required to send documentation already included in UFIRST such as a solicitation or Request for Funding (RFP) nor a full UF Sponsored Project scope of work.

11. What is Personally Identifiable Information (PII)?

        PII is information that can identify an individual, such as name, SSN, or passport number. Do not upload PII into the portal. Do not include PII in the portal or any uploaded documents, including the CV, funding documents or justification.