

PVAMU Visiting Faculty/Scholar Request Form (PV-VFS)

This form should be completed by the Host Faculty Member to request authorization for hosting a Visiting Faculty/Scholar (henceforth, Visitor) at Prairie View A&M University as outlined in UAP 12.99.99.P0.02 Visiting Faculty/Scholars.

1. Department/Division, Center or Institute: _____

2. College/School: _____

3. Visitor's First Name: _____ Middle Initial: _____ Last Name: _____

4. Visitor's Permanent Address: _____

City: _____ State: _____ Country: _____

5. Is this visitor under the age of 18?

6. Visitor's Immigration Status:

U.S. Citizen:

U.S. Legal Permanent Resident: _____ If yes, expiry date of Green Card: _____

If Foreign National, Country of Citizenship: _____

If Dual Citizen, list all other Countries of Citizenship: _____

List any previous Countries of Citizenship: _____

7. Visitor's Institutional Affiliation:

Name of Home Institution: _____

Institution Address: _____

City: _____ State: _____ Country: _____

8. Visitation Period:

Begin: _____ End: _____ Extension: _____

9. Other Non-Employee Affiliations:

Postdoctoral Fellow:

Intergovernmental Personnel Act (IPA) Assignments:

Remote Access Only:

10. Identify source(s) of support (i.e., sabbatical income, personal savings, grant or scholarship, or employer) for the Visitor during the visit. NOTE: Visitors who will be at PVAMU on a non-remunerated basis will NOT receive regular salary compensation from the university.

a. Source of Support: _____

b. Research Grant/Contract/Award Number, if applicable: _____

c. Support will be provided directly to: _____

11. Attach a copy of CV or resume and signed Visiting Faculty/Scholar Agreement (see p. 5)

12. Describe the nature and purpose of this visitation:

13. Visitor's assigned work location (building, office number): _____

14. Facilities/resources needed for the Visitor: _____

15. Will the Visitor bring any research material to PVAMU (i.e., notebooks, prototypes, samples, solutions, etc.)? If yes, list research materials below.

16. Will the Visitor perform work on a sponsored award/project? If yes, list award number and sponsor name below.

17. Will the visitor have access to existing or potential proprietary information, materials or software and can the research be categorized as Proprietary? Proprietary research, usually privately funded, is defined as research activities undertaken pursuant to a contract between the University and an outside sponsor with commercial interests, and carried out under the auspices of the University. Publication of proprietary research results can be withheld or restricted, contractually. *If yes, a Non-Disclosure Agreement may be required prior to approval.

18. Will any Intellectual Property be associated with the research? Intellectual Property is defined in The Texas A&M University System Policy 17-01 as “all forms of intellectual property including but not limited to issued patents, patentable inventions, copyrightable works, trademarks, mask works, and trade secrets.” *If yes, a separate Patent and Copyright Agreement must be signed.
19. Can the research be categorized as “Fundamental”? Fundamental research is typically 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.
20. Will the research involve access to Protected Health Information (PHI) or be performed in Clinical Research Facilities?
21. Are the research activities covered by the following compliance protocols or involve access to any resources subject to the following protocols?
- Institutional Review Board (IRB)
Institutional Biosafety Committee (IBC)
Animal Use Protocol (AUP)
Technology Control Plan (TCP)
22. For International and Exchange Visitors, check Yes or No for all activities below to assist with the Export Controls assessment of the proposed visit. Contact the Export Control Officer in the Division of Research & Innovation for details/clarification.
- a. Will the visit involve access to or involvement on a project with any of the following:
 - i. Restrictions on publication (including reporting of the research results) or presentations at conferences?
 - ii. Restrictions on the participation of foreign nationals?
 - iii. Export control clauses or references to ITAR/EAR?
 - iv. Military end use or application?
 - b. Can the research be categorized as Classified?
 - c. Will the activities performed be related to the “use” or access to encryption software, and will the Visitor have access to source code?
 - d. Will the activities performed be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology?

HOST FACULTY MEMBER:

I have knowledge of the nature of the proposed visit. The answers I have provided are true and correct to the best of my knowledge and belief. I understand that if any changes are anticipated in the nature or duration of the visit, prior approval will be required. Should the Visitor's status change while at Prairie View A&M University, I will notify the Office of Faculty Affairs immediately. I hereby certify that I have read PVAMU UAP 12.99.99.P0.02 Visiting Faculty/Scholars, System Policy 15.02 Export Controls Program Management, and PVAMU Rule 15.02.99.P1 Export Controls Program Management. Hosting this visitor will not create a conflict of interest in accordance with PVAMU Rule 15.01.03.P1 Financial Conflicts of Interest in Sponsored Research. As the Host Faculty Member, I accept the responsibilities associated with hosting a Visitor, and certify that I am not on development or sabbatical leave and will make every reasonable effort to perform the responsibilities of hosting and supervising the Visitor.

Name: _____

Signature: _____ Date: _____

Phone Number: _____ Email address: _____

APPROVAL RECOMMENDED BY: Department/Division Head/Director

Name: _____

Signature: _____ Date: _____

APPROVAL RECOMMENDED BY: Dean

Name: _____

Signature: _____ Date: _____

APPROVED BY: Office of Faculty Affairs

Name: _____

Signature: _____ Date: _____

This section is to be completed by the PVAMU Office of Research Compliance:

Individual passed Denied Person/Embargoes List

Institution/Affiliated Organization passed denied person/embargoes list

Any restrictions, if yes, list results and explain:

Host Completed Export Controls & Embargo Training - Basic Course (TrainTraq)

Visiting Faculty/Scholar Agreement

Visiting Faculty/Scholar's Name: _____

Host Faculty Member's Name: _____

Department/Division: _____ School/College _____

Please type your initials in each box below:

_____ All individuals assigned under a Visiting Faculty/Scholar title are subject to and are required to observe all applicable federal, state, and local laws, including, but not limited to, export control laws and regulations, and requirements of Prairie View A&M University (PVAMU) Rules and Administrative Procedures, including Intellectual Property Rights and Obligations. The PVAMU Rules and Administrative Procedures may be found at <https://www.pvamu.edu/policies/>.

_____ Prior to arriving at PVAMU, a Visiting Faculty/Scholar will need to identify and report any IP rights or obligations that may conflict with the responsibilities of being a Visiting Faculty/Scholar at PVAMU. The University will work with the Visiting Faculty/Scholar and their organization on a separate patent and copyright agreement prior to the visitation period.

_____ Title to any potentially patentable invention(s) conceived and/or reduced to practice in whole or in part during the visitation of the Visiting Faculty/Scholar at PVAMU shall be, and are hereby, assigned to The Texas A&M University System, pursuant to PVAMU's Rules and Administrative Procedures, and in consideration of the Visiting Faculty/Scholar's participation in research projects at PVAMU, access to or use of facilities provided by PVAMU and/or other valuable consideration as a Visiting Faculty/Scholar.

_____ A Visiting Faculty/Scholar shall not enter into an agreement creating copyright or patent obligations in conflict with this agreement or PVAMU Rules and Administrative Procedures.

_____ The Visiting Faculty/Scholar agrees to hold PVAMU and The Texas A&M University System, their regents, officers, agents, and employees harmless from any loss, claim, damage, or liability of any kind involving the Visiting Faculty/Scholar arising out of or in connection with this assignment, except to the extent that it is directly due to the negligent acts or omissions of any of the regents, officers, employees, or agents of PVAMU or The TAMU System.

_____ The PVAMU resources and facility accesses provided to an approved Visiting Faculty/Scholar are for the Visiting Faculty/Scholar only and cannot be shared with another individual (i.e., spouse, family member, travel companion, etc.).

_____ The approved visitation period for a Visiting Faculty/Scholar will not exceed one year. If a Visiting Faculty/Scholar wishes to extend the approved stay at PVAMU for more than one year, the Visiting Faculty/Scholar must annually renew with Faculty Affairs.

_____ This agreement shall be effective for the duration of my visit, including any extensions and/or the period of time I have access to any PVAMU resources.

_____ If approved by Faculty Affairs as a Visiting Faculty/Scholar, I understand that I may not represent myself as an employee of PVAMU, and I agree with all conditions of this assignment:

<Signature of Visiting Faculty/Scholar>

Date

Routing Approval Instructions:

1. Include attachments with the original form.
2. After the Host Faculty Member signs the form, route it to the Department/Division Head and the Dean for approval and signature.
3. Dean's office will forward the signed copy to Faculty Affairs.
4. Faculty Affairs will forward approved forms for International and Exchange Visitors to the Office of International Programs for further processing. Approved forms for U.S. citizens and U.S. permanent residents will be returned to the hosting school/college.