



Sponsoring Visiting Researchers/Scholars for Research Purposes Policy Revision

2025



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Reasons for Revision

- Created in January 2017 and last reviewed in 2022.
- Current policy is ambiguous on the roles and responsibilities of the faculty sponsor, departments, and university offices.
- No central repository or record of who is on campus and which facilities or data they may have access to, or whether they've completed the necessary training.
- Increased federal scrutiny on compliance with research security and export control requires centralized project oversight.

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Key Changes

- Structural & Organizational Changes
 - Program Framing: The updated version introduces a clear "Program Overview" section outlining the purpose and boundaries of the Visiting Scholar Program.
 - Expanded and clarified definitions section.
- New or Enhanced Policy Elements
 - Criminal Background & International Sanction Checks: Now explicitly required for all Visiting Scholars, with costs borne by the Faculty Sponsor's department. International visiting scholars will receive checks for international restrictions.
 - Funding Clarity: Stronger language that Visiting Scholars cannot receive compensation from UofL.
 - Gratis Faculty: New restriction that gratis faculty members, or faculty members on extended leave, cannot serve as Faculty Sponsors.
 - Visa & Immigration: Clarified expectations and contacts for visa matters, emphasizing the limits of university sponsorship.
 - Submission of an application and a fully executed visiting scholar agreement are now clearly required.
- Exclusions & Scope:
 - Expanded Exclusion Criteria: Adds that individuals requiring compensation, or financial support from UofL do not fall under this policy or may need to include additional offices.
 - Refinement of Applicability: Visitors involved in non-research activities or accompanied tours are clearly excluded.

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Returning?

AAA



UofL Visiting Scholar/Researcher Application

Please complete the following application in order to host a visiting scholar or researcher. You will be asked to provide the following information:

- Project details, scope of work, funding, etc.
- Visitor contact information and if the visitor is not a US citizen you will need to provide their citizenship and VISA information as well as a copy of their passport.
- Building, IT, e-mail access to UofL facilities, equipment, or software.
- This application must be completed and submitted to start the process of obtaining a visiting scholar agreement, incomplete or draft submissions are not received by our office.

Additional Information

Visiting Scholar Application

- A new visiting scholar application is now live and allows a faculty member to submit all necessary information for review online via REDCap.

Visiting Scholar Agreement

- Previous visiting scholars were required to complete and sign various different contract with the university.
- A single agreement is now in use to streamline the process and create less of an administrative burden on the faculty.