

**UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE MATERIAL
REQUIRED FOR A VISITING SCHOLAR
USE INTERFOLIO - "SOM PERSONNEL TRIPTYCH" TEMPLATE**

Name _____

Title and Department _____

The University of Louisville is permitted to sponsor visitors in the following categories: 1) student (non-degree, associate, bachelor, Master and PhD), 2) professor, 3) research scholar, and 4) short-term scholar. Visa information is available at <http://louisville.edu/internationalcenter/iss/j-1/pre-arrival-information>

(Check one and use the appropriate checklist)

____ Visiting Scholar – With Pay

- ____ HR email with approval to proceed with hiring process
- ____ Copy of CBC email authorizing hire
- ____ P103
- ____ Letter from Chair to Dean
- ____ Curriculum Vitae
- ____ Faculty ballot for Visiting Scholar position
- ____ P102
- ____ P/S accept panel

____ Visiting Scholar – Without Pay

- ____ Gratis application, indicating all areas that Scholar will be involved with (teaching, research and/or service)
- ____ Faculty ballot for Visiting Scholar position
- ____ Letter from Chair to Dean
- ____ If working with a Principal Investigator (PI) on a grant, PI must add Visiting Scholar to the study through the Internal Review Board (IRB)
- ____ If there is any patient contact, Visiting Scholar will need:
 - *Credentialing through all hospitals/clinics/centers where patient contact occurs Hospital/ Clinic permission to shadow/observe and confidentiality agreement
 - *Copy of current TB skin Test results
 - *Non-Employee Handbook Attestation Form
 - *HIPAA Confidentiality Agreement Form
 - *Patient consent for the presence of the visiting scholar must be obtained
- ____ If the Visiting Scholar's work may result in the creation, discovery, or invention of items that may be protected by copyrights, trademarks, or patents, include Office of Technology Transfer letter of agreement