

Research Visitor Appointment Recommendation Form Northwestern University

This form must be approved at the department and school or center level(s) before being submitted to the Office for Research for final review and approval. An executed copy of this form will be returned to the initiating dean's office; only then may the candidate be notified of the appointment. The International Office should be contacted early in the appointment process for any foreign national appointees.

Appointee Name: _____ Employee ID #: _____
Last/ First If Applicable

Appointee Citizenship¹: _____ Declaration of citizenship is required

Association/Sponsorship Entity: _____

Title Requested (Job Code):

- Visiting Scholar, 100007 - Supplement 106384
 Research Affiliate, 103074
 Visiting Research Collaborator, 106624
 Visiting Pre-doctoral Fellow, 100016 - Supplement 106382

Action Requested:

- New appointment
 Reappointment Rehire
 Change of Dates Change of Living Allowance
 Other

School/Center: _____

Department: _____

Appointment start date²: _____

Appointment end date: _____

Living Allowance **paid by NU** (if applicable)³: \$ _____/month; \$ _____/Year

Living Allowance start date: _____ Living Allowance end date: _____

Initials

Appointee's current CV and sponsoring entity letter are attached to this recommendation.
Required for all new appointments and reappointments.

Letter of appointment: The department, school, or the University Research Center issued the appointment letter to the appointee, and send a signed copy to researchvisitors@northwestern.edu.

Medical Insurance: The [Risk Management](#) Northwestern University [Visiting Plan application/ Waiver form/ Domestic Form](#) is required for all Research Visitors.

Research and Laboratory Safety: All Research Visitors, regardless of academic discipline, are required to register in the [NSIS system](#).


Human and Animal Research: Policies and training are applicable to Research Visitors engaged in research utilizing human participants or animals in research. Visit the [Institutional Review Board Office](#) and [Institutional Committee on Animal Use and Care Office](#) for additional information.

Appointee's research will involve working with human subjects. Please specify PI's name/Project#:

Appointee's research will involve working with animal subjects. Please specify PI's name/Project#:

Compliance with Northwestern Policies:

Appointee has been informed that he/she is subject to all [Northwestern University policies](#) and provided with a copy of the [Research Visitors Policy](#).

The appointee will be directed to complete the Department of Children and Family Services [DCFS Mandatory Reporter Form](#) , and to the Northwestern's online course for [Preventing Sexual Misconduct & Sex Discrimination](#).

RECOMMENDATION: I recommend this appointment and certify that the proposed position is in accord with University policies. This appointment has received Department/Center approval, and the Department/Center takes full responsibility for the appointee.^{4,5}

Sponsoring Principal Investigator SIGN/DATE
PRINT Name _____

Department Chair or Center Director SIGN/DATE
PRINT Name _____

Dean SIGN/DATE
PRINT Name _____

Office for Research SIGN/DATE
PRINT Name _____

Prepared by: _____ Telephone _____ E-mail _____@northwestern.edu

¹ All foreign nationals will be screened against U.S. government "Restricted Party Lists" prior to appointment approval.

² Appointment start date must not precede the Office for Research approval date. The initiating department/school or center is responsible for communicating all date changes to OR as soon as known.

³ A Living Allowance is never tied to services rendered to Northwestern and is usually paid from non-restricted funds. A Living Allowance may be paid from restricted funding only when explicitly allowed by the sponsor or donor.

⁴ Full responsibility involves provision of facilities and equipment throughout duration of appointment, but does not involve an obligation of salary, benefits and health insurance provision per Research Visitors Policy.

⁵ The appointee will be directed to complete the Department of Children and Family Services (DCFS) Mandatory Reporting form, acknowledging their status as a mandated reporter, and Northwestern's online course, *Preventing Sexual Misconduct & Sex Discrimination*