Hosting Visiting Scholars at Texas A&M University

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Discussion Outline

1. Definition of a Visiting Scholar
2. Visiting Scholar review process
3. Visiting Scholar and Host responsibilities
4. Remote access only Visiting Scholars
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Definition of a Visiting Scholar

A Visiting Scholar is an individual employed or affiliated with another organization who has been invited and approved by Texas A&M University to come to the campus for an extended period of time to collaborate on specific research, clinical, or other scholarly activities.
Definition of a Visiting Scholar

Visitors who are **NOT** designated as a Visiting Scholar are those:

1) accompanied by authorized university personnel;

2) not accessing university facilities or resources (including UIN, email address, library, etc.);

3) not performing “hands-on” research or teaching; **and**

4) visiting for a short duration of time (approximately 10 days or less)

Examples of these visits include campus tours, conferences, collaboration meetings, presentation of a paper, etc.
Visiting Scholar Review Process

• All visiting scholars on campus who have access to Texas A&M research and/or clinical facilities and resources must have prior approval from the department or division head, the college dean and the Division of Research (DOR).

  – These approvals are documented on the 5VS Visiting Scholar Request Form (https://vpr.tamu.edu/wp-content/uploads/2021/08/5vs-visiting-scholars-form.pdf)

• The following will be completed before a 5VS form is approved:
  – Review of visitor’s research activities, expertise and alignment with host faculty member
  – Review of the host faculty member’s research awards
  – Perform restricted party screenings
  – Execute a Non-Disclosure Agreement and/or Intellectual Property Agreement, if needed
  – Notify appropriate compliance committee of Visiting Scholar on IRB or IACUC protocol, and IBC Permit
  – Notify Sponsored Research Services if activities are conducted on a sponsored award
Visiting Scholar Responsibilities

An approved Visiting Scholar is responsible for:

- Following all University rules and policies
- Following all federal and state laws
- Reporting any IP rights or obligations that may conflict with the obligations of being a Visiting Scholar
- Not representing themselves as an employee of the University
- Only accessing facilities and using resources for the purposes of their visiting scholar assignment and not sharing these resources with another individual (i.e., family, friends, travel companions, etc.)
Host Faculty Member Responsibilities

The host faculty member of an approved Visiting Scholar is responsible for the following:

- Supervising the Visiting Scholar
- Identifying an alternate host/supervisor if traveling for an extended period of time
- Notifying the DOR if there is a potential for IP or a need to protect sensitive information
- Notifying the DOR if the duration, purpose, or location of the visit changes
- Completing the basic export control training if the Visiting Scholar is not a U.S. Citizen
- Ensuring the Visiting Scholar has completed any required trainings
- Notifying the appropriate compliance committee if applicable (i.e. IBC, IRB, IACUC)
- Notifying sponsors if the Visitor Scholar will be working on a sponsored award, if applicable
Remote Access Only
Visiting Scholars

• Individuals that need access to university resources for research purposes such as the library or VPN access but will be performing activities from a remote location and will not be on campus
Responsibilities of Remote Access Only Visiting Scholars

An approved Remote Access Only Visiting Scholar is responsible for:

- Following all University rules and policies
- Following all federal and state laws
- Reporting any IP rights or obligations that may conflict with the obligations of being a Visiting Scholar
- Not representing themselves as an employee of the University
- Only using access to facilities and resources for the purposes of their visiting scholar assignment and not sharing these resources with another individual (i.e., family, friends, travel companions, etc.)
Responsibilities of Remote Access Only Visiting Scholar Hosts

The host faculty member of an approved Remote Access Only Visiting Scholar is responsible for the following:

• Ensuring only access, data, etc. needed is provided
• Notifying the OVPR if there is a potential for IP or a need to protect sensitive information
• Requesting an extension after one year if needed
• Notifying the OVPR if the duration, purpose, or access requested changes
• Completing the basic export control training if Visiting Scholar is not a U.S. Citizen
Things to Consider Before Hosting a Visiting Scholar

- Will the Visiting Scholar be exposed to any confidential information, technology, data, etc.?
  - *If yes, it is best to execute an NDA prior to the arrival*
- Will the Visiting Scholar be conducting research where development of IP is anticipated?
  - *If yes, it is best to execute an IP agreement prior to the arrival*
- Will the Visiting Scholar be performing activities on a sponsored research award?
  - *If yes, the sponsor may need to be notified*
  - *The Visiting Scholar should be aware of any applicable terms and conditions associated with the award*
Things to Consider Before Hosting a Visiting Scholar

• Will the Visiting Scholar be bringing or leaving with any research equipment, materials, chemicals, biologicals, data, etc.?  
  – If yes, separate a MTA and/or export control review may be needed

• Is the lab covered by a TCP or does it have select agents?  
  • If yes, please contact the export controls office

• Will the Visiting Scholar be working in a shared lab space?  
  – If yes, those working in a shared space should be notified of the Visiting Scholar

• Do you have extended travel planned during the visitation period?  
  – If yes, then a backup host/alternate supervisor will need to be assigned

• Can the research and results be classified as fundamental?  
  • If no, a license from the federal government may be required prior to any activities being conducted
Potential Triggers for Concern
Export Controls

- Host has a security clearance
- Host is working on federal research awards that contain controlled unclassified information (CUI)
- Research is intended for military purposes
- Activities performed will be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology
- Requesting Visiting Scholar does not have relatable experience in the host’s field
- No previous connections with a requesting Visiting Scholar, or relevant work
Visiting Scholars and Foreign Influence

• If a visiting scholar is performing any activities on a federally funded sponsored award:
  
  – Look at federal agency guidance

  – The PI is responsible for making the determination and notifying the sponsor
Visiting Scholar Updates

- Remote access for visitors located in China
- China Scholarship Council
- Russia
Questions?

Thank you!
Contact Us

Office of Export Controls, Conflict of Interest, and Responsible Conduct of Research

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