Northwestern | McCORMICK SCHOOL OF ENGINEERING

McCORMICK CUSTOMER SERVICE CENTER
Research Visitor Vetting Checklist

To ensure the required vetting of visiting researchers, please complete the checklist below and submit to the McCormick Customer Service Center (CSC) with the Appointment and Visa Request Form (AVR). The CSC will review and send for signatures via Docusign with the accompanying appointment and visa paperwork. Vetting checklist is required for the following appointment types:

- Research Affiliate
- Visiting Pre-Doctoral Fellow
- Visiting Post-Doctoral Fellow
- Visiting Scholar

Visitor name: _____

Sponsoring PI name: _____

Department: _____

☐   The sponsoring PI has spoken to the prospective visitor on _____   (MM/DD/YYYY)
- ☐   in person
- ☐   by telephone
- ☐   by video conference

☐   The sponsoring PI confirms that the prospective visitor is competent and will provide a meaningful contribution to the PI's research or educational program.

☐   The sponsoring PI can accommodate the prospective visitor in terms of space, lab support, and other expenses.

☐   The sponsoring PI has done appropriate due diligence and is not aware of any matters or problematic issues, including activities that are incompatible with Northwestern polices and values, that should be considered in the decision to invite the prospective visitor.

McCormick recommends one long-term visitor (total number at any of the three levels, visiting longer than two months) per faculty member at any time. The number of visitors beyond the single visitor recommendation may not exceed the number of graduate students and post-doctoral students supported by the sponsoring faculty member on sponsored research grants.

_____   _____
Sponsoring PI (PRINT name):   Date (MM/DD/YYYY)

_____   _____
Department Chair (PRINT name):   Date (MM/DD/YYYY)

Department BA: Please sign confirming you have reviewed this request and it meets all McCormick visitor requirements including maximum number of visitors per PI and availability of space.

_____   _____
Department BA (PRINT name):   Date (MM/DD/YYYY)