# *Chicago State University (CSU)*
# *Visitor Scholar/Researcher INFORMATION PACKET*

The information and agreements in this packet are required by Chicago State University. The Sponsor should ensure **completion** of the form and the **Visitor Scholar/Researcher's execution of both the Agreement for a Visitor Engaged in Research and the Intellectual Property Agreement**. The Faculty Sponsor should submit the packet of information to his/her Department Head at least thirty (30) days prior to the proposed Visitor Scholar/Researcher working in a University laboratory or other University facility.

## Faculty Sponsor Information:

1. Name:
2. Campus:
3. University department:
4. Phone number:
5. Email address:

College/Departmental Use Only

Date Received:

Departmental Business Manager:

Printed Name

Phone Number:

Signature:

## Scholar/Researcher Information

1. Name:
2. Address:
3. Phone number:
4. Email address:
5. Home institution/organization:
6. Citizenship:
7. Date of Birth (MM/DD/YYYY format):
8. Do you have a Social Security Number? Yes ☐ No ☐
   If Yes, the Business Manager will request a background check as applicable.
9. Attach the proposed Visitor's resume or CV (in English)

☐ If the proposed Visitor is not a U.S. citizen, attach a full-size color photocopy of the proposed Visitor's passport and U.S. travel/work authorization

# Chicago State University (CSU)
# Visitor Scholar/Researcher INFORMATION PACKET

Name of Visitor:

Period of Time at CSU: Beginning ("Beginning Date") and Ending ("Termination Date") and will be subject to renewal only by mutual agreement of CSU and the Visitor

Brief Summary of Proposed Work (limit 1,000 characters):

Identification of any specific grant, contract or research project(s) planned to work on while at CSU (limit 750 characters):

Explanation of all contractual relationship(s) and/or financial arrangement(s) between CSU and the Visitor's home organization including/or all external sponsorships (including scholarships, fellowships, etc.) (limit 500 characters):

List any equipment, materials, and samples you plan to bring to CSU's campus or receive after arrival (limit 500 characters):

Will the Visitor be working in any shared space with another laboratory? Yes ☐ No ☐

If yes, identify the location of the space:

In consideration of being approved to be a part of an educational experience at Chicago State University ("CSU"), being approved to perform research at CSU and being provided access to and/or use of facilities provided by CSU, the undersigned hereby agrees as follows:

Research work approved at CSU is limited to the work performed in the laboratory or assigned workspace of theFaculty Sponsor and under his/her direction. The Visitor cannot work in any other laboratory(ies) or assignedworkspaces of Chicago State University.

In connection with this agreement, the University will be performing a complete background check.

Intellectual property rights will be determined by the separate Intellectual Property Agreement attached heretoas Appendix A and executed by the Visitor and CSU.

In addition, the following terms apply:

1. I agree to maintain accurate and complete data notebooks and/or other written documentation appropriate for the purpose of this visit, as determined by the Faculty Sponsor. At the close of this Agreement, I shall submitthe original copy of all such documentation including any reports or other outstanding items to the Faculty Sponsor or designee prior to the last day of my visit. I understand that I may retain a copy for my files, but I may not disclose that copy to any other person. I understand that I may not take any equipment, materials, and samples without explicit written permission from the University.
2. I agree to keep and maintain in complete confidence and not to use any information that I may observe, hear,learn of, or otherwise be exposed or have access to while at CSU that relates to research or programs or other situations that by their nature are considered confidential.
3. I certify that I am qualified to perform the activities that I will undertake at CSU.
4. I understand that the research may involve risks such as exposure to potentially hazardous equipment, chemicals, microbes, infectious organisms, medical waste, pathogens, laboratory animals, radioactive material, andthe risk of accidents and injuries and I agree to assume all such risks.
5. I agree to cooperate fully with the Faculty Sponsor or designee to obtain any required training, approvals or authorizations for performance of my activities at CSU, in accordance with CSU policies and procedures and applicable laws, regulations and standards.
6. Publications and presentations of scholarly research related to activities at CSU may be permitted after review by the Faculty Sponsor and any other appropriate CSU official. Any proposed publication or presentation related to a funded project may require review by a representative of the funding entity. I understand that publication orpresentation may be delayed in some instances in order to permit the funding entity or CSU to protect intellectual property resulting from my work at CSU.
7. I understand that I am not expected to participate in the conduct of CSU research projects that are subject to third-party obligations, including but not limited to contracts and grants funded by the federal government or other sponsors. In the event that I do participate in such CSU research projects, as provided herein or otherwise, I acknowledge that I am bound to do all things necessary to enable CSU to perform its obligations as CSU has agreed to with such third parties. In the event of conflict between the terms of this Agreement and those obligations with third parties, those third party obligations shall take precedence.
8. I agree to comply with export and sanctions regulations of the United States of America. I understand that CSU may review all CSU activities that may result in an export or sanctioned transaction with a foreign national, entity or country requiring an export license or other governmental approval. I agree to cooperate with any such review and to comply with any record keeping, certification, license, security measure or other action that may result from the review.
9. I understand that I am not covered by general or professional liability insurance for claims and judgments arising out of my activities. I am responsible for any injuries to people or property resulting from my acts.
10. My participation as a Visitor at CSU shall not create an employment relationship between CSU and me. I shall receive no stipend or benefit from CSU for my activities and I am not entitled to participate in CSU's benefit programs including, but not limited to, workers' compensation or health insurance. I also acknowledge that I am not a student at CSU.

## VISITOR

Signature

Name (printed or typed)

Date:

## FACULTY SPONSOR

Signature

Name (printed or typed)

Date:

## DEPARTMENT HEAD

Signature

Date

## DEAN

Signature

Date

Name (printed or typed):

# APPENDIX A

# CHICAGO STATE UNIVERSITY
# INTELLECTUAL PROPERTY AGREEMENT
# (For a Visitor Engaged in Research)

Name of Visitor Engaged in Research:

In consideration of the availability to me of: (a) opportunities to perform sponsored research and/or (b) access to or use of CSU funds or facilities; (c) my present or subsequent employment by CSU, and/or (d) my present or subsequent assignment to CSU, I agree as follows:

1. I hereby assign and agree to assign to CSU or other organization designated by CSU, all right, title, and interest in any invention or creation that I, either solely or jointly with others, make, conceive or reduce to practice during my period as a Visitor/Researcher at CSU, except for inventions and creations specifically exempt from University ownership.
2. I will promptly disclose each invention and creation covered by this Agreement to CSU in writing. Each invention disclosure will be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and characteristics of the invention. I will indicate whether I wish to publish or otherwise publicly disclose the invention and if so, the approximate time-frame for such public disclosure. I will provide additional information concerning such invention or creation and/or the circumstances under which it was made as requested by CSU.
3. At the request of CSU, I will sign all appropriate documents and otherwise do all things necessary and proper to effectuate the intent of this Agreement, including providing assistance in the filing, prosecution, defense, and enforcement of patent applications and issued patents on inventions covered by this Agreement and in the registration, defense, and enforcement of copyright on creations covered by this Agreement. If CSU is unable to secure my signature as necessary to do these things (for example, if I cannot be located), I appoint the University or its assignee as my agent and attorney in fact to sign my name for those purposes.
4. I acknowledge that CSU may have entered into agreements with third parties and that those agreements may create obligations with respect to inventions and creations relating to or made during my work at CSU. I understand that my ability to publish or present research data may be delayed in some instances in order to permit the funding entity and CSU to review the data before it is disclosed to others. I will discuss plans to publish or present data with my CSU Sponsor, and as needed with the Office of Grants and Research Administration, in order to determine what reviews are needed prior to publication.
5. I agree to be bound by CSU's Policy.

6. I do not have any consulting or other agreement with any third person or organization that is, or could bereasonably construed to be, in conflict with this Agreement, and I will not enter into any such agreement.In the event that I enter into such an agreement or discover that I have in fact entered into such an agreement in the past, I will promptly notify CSU in writing, and upon request I will provide CSU with a copy of such agreement.
7. This Agreement shall be effective as of the Beginning Date as defined in the Agreement for Visitors/ Researchers.
8. This Agreement supersedes all previous agreements, written or oral, relating to the above subject matter,and shall not be changed orally.
9. This Agreement is made in the State of Illinois, USA, and shall be interpreted and construed and any legal relations created hereunder shall be determined in accordance with the laws of the State of Tennessee, without reference to any conflict of laws provisions.

VISITOR By:

Name:

Title:

Date:

Chicago State University

By:

Name:

Title: Associate Provost of Grants and Research Administration

Date: