

Wright State University - Visiting Scholar Program:

Inclusion of Visiting Scholars is an important contribution to academic institutions. They benefit science by providing and exchanging knowledge and expertise with WSU researchers. Institutions should be aware to the appropriate extent about the nature of the collaboration with particular consideration for research security, intellectual property, and safety.

Initial contact between faculty and potential Visitors can take many forms. Past-collaborations, mutual acquaintances, and contact at conferences are only a few examples of the possible circumstances where a visit might be informally discussed. Conversations about collaborations of this sort are common. Once there is general agreement,

Because of the informality of such discussions, misunderstandings about expectations are not uncommon. To avoid misunderstandings, a more formal documentation in the form of a Memorandum of Understanding is wise.

The WSU Visiting Scholar program is designed to build on the informal discussions.

The first formal step is to summarize the nature of the visit/collaboration in an invitation letter to the potential visitor. This letter can take any form and be customized by the host to fit the nature of the visit. Along with this invitation letter is an addendum that includes institutional policy, commitments, and notification to and approval by supervisors (e.g. department chairs and deans).

In addition, WSU administration requires information about the nature of the visit, and about the visitor. This is provided through the Review Information Form and Visitor CV submitted to RSP by the host.

A third form documents the commitment of the Host (faculty member) to ensure the visitor is properly trained and monitored.

A complete application includes all of the following:

1. The invitation letter with Host, Administrative Host (chair), Dean, and Visiting Scholar signatures or other valid means of approval (see information below)
2. The Scholar Invitation Addendum with Administrative Host, Host, and Visitor signatures or other valid means of indicating approval.
3. A current resume or curriculum vitae for the scholar (optional for volunteer).
4. The completed review information form (provided by host)
5. The Host/Lab Supervisor form

Guidance: Invitation Correspondence

This memorandum of understanding can be based on and reflect preparatory communications (in-person, phone, or email). Using language appropriate for your field and the activity, this letter should

- detail the nature of the research the scholar or activity of the volunteer and specifically what the department will be able to offer to the scholar.
- whether or not the department will be able to provide office space, staff assistance, or departmental facilities,
- the agreed length of stay/dates the scholar/volunteer will be on campus.

The invitation letter may be signed by the host-faculty member, however, the college Dean's signature is required on the Commitments MOU.

Please also add the text below toward the end of your invitation letter:

In addition to the above information contained in this invitation letter, please carefully read the Supplemental Attachment ("MOU") appended to this invitation letter containing the additional terms and conditions and institutional commitments governing your activities at Wright State University. You must signify your agreement by signing your name and dating your signature on the Addendum and returning a copy of the signed Attachment/Addendum to the University, along with your acceptance letter.