## Research Affiliate and Visiting Scientist Appointments Request Form

Per <u>MIT Policy and Procedure 5.3</u>, Visiting Scientists are on campus and actively participate in MIT research activities. Research Affiliates are not required to be on campus and have no specific research duties. The Faculty Sponsor/Host is the person in whose lab or under whose research project this appointment is being requested.

## MIT Faculty Sponsor Information (Host)

- 1. Faculty Sponsor/Host's Name:
- 2. Academic Department:
- 3. Lab or Center:
- 4. Faculty Email:
- 5. Effective Date: End Date: If Reappointment, original start date:

## Visitor Information

- 6. Visitor's Name:
- 7. Visitor Employer's Name:
- 8. Visitor's Current Title (i.e. scientist, co-founder, VP of Marketing, CEO):
- 9. What type of employer?
  - a. US or foreign non-profit or educational/research institution
  - b. For-profit
  - c. Self-employed
  - d. None of the above
- 10. If for-profit, self-employed, or none of the above, please describe the nature of the business:
- 11. Does this visitor currently hold another MIT appointment?
  - a. Yes If yes, provide details:
  - b. No
- 12. Will this visitor be paid by MIT?
  - a. Yes If yes, what rate?
  - b. No
- 13. What is the effort percentage for this appointment?
- 14. Will the visitor be conducting MIT research?
  - e. Yes
  - f. No
- 15. Will the visitor be required to be on campus?
  - g. Yes
  - h. No
- 16. Will this visitor require a visa? If yes, visa type:
- 17. Will host provide space to the visitor? Office location: Lab location: Phone ext.:
- 18. Visitor's Financial Arrangements: Personal? Outside Agency? MIT?

<u>Potential Conflict of Interest (required by COI and TLO)</u> [any relationships between your visitor (or his/her employer) and your research projects, and MIT IP]: If you answer YES to any of the questions in this section, please provide an explanation. In such cases, the advance approval of the Dean is required before an appointment can be made.

- 19. Does the faculty host have a personal relationship with the visitor?
  - a. Yes If yes, please describe:
  - b. No
- 20. Does the Faculty Sponsor and/or a Family Member have an SFI with the company where the visitor is employed? (consulting, board membership, ownership...)
  - a. Yes If yes, please describe:
  - b. No
- 21. Will any company-related research be carried out by the visitor while on campus?
  - a. Yes If yes, please explain:
  - b. No
- 22. Is there a fully executed IPIA as required? Note: Please keep in mind that MIT reserves the right to terminate the visitor's appointment if the visitor has not agreed to the intellectual property rights of MIT as dictated in the Guide to the Ownership, Distribution, and Commercial Development of MIT Technology.
  - a. Yes
  - b. No
- 23. Is the visitor coming to MIT under an existing Sponsored Research Agreement?
  - a. Yes
- If yes, what is the cost object and project title?
- b. No
- 24. Please describe in detail the specific research duties in which the visitor will be engaged (i.e. how the research is separate and distinct from the business of the company).
- 25. Will the visitor be bringing any materials to campus (i.e. software, databases, biological materials)?
  - a. Yes If yes, please describe:
  - b. No

## Research Affiliates

Research Affiliates are not required to be on campus and have no specific research duties.

26. Why is the appointment being requested? Please define purpose, specific activities, and reason for this appointment request (i.e. unique qualifications, teaching, observing, learning)?