



15.99.99.E0.01 Visiting Scholars and Remote Collaborators Not Involved in an Employer/Employee Relationship with Texas A&M Engineering Experiment Station

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Standard Administrative Procedure Statement

As a research agency, Texas A&M Engineering Experiment Station (TEES) often hosts visitors from other institutions/entities at its campus and remotely to collaborate on research topics or scholarly activities of mutual interests or to work on specific research to be conducted within the agency's facilities. These individuals are not involved in an employer/employee relationship. This procedure outlines the approval process to host such visitors who are expected to have access to TEES facilities and resources.

Definitions

The following terms used in this Standard Administrative Procedure (SAP) are defined in [System Policy 15.02, Export Control Program Management](#):

- Export
- Foreign Person

Other terms used in this SAP have the meanings set forth below:

- **U.S. Visiting Scholar:** A U.S. Citizen or U.S. Legal Permanent Resident employed or affiliated with another organization who has been invited and approved by TEES to come to the campus to collaborate on specific research or other scholarly activities. These visitors are processed as Non-J1 Visitors.
- **International Visiting Scholar:** An individual who is a Foreign Person coming to TEES, who is employed or affiliated with another organization, and invited and approved by TEES to collaborate on specific research or other scholarly activities. Exchange Visitors entering the United States temporarily under the J-1 Exchange.



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- Program because of an invitation by a TEES faculty or staff member for a specific amount of time as a professor, research scholar, short-term scholar, or student intern are also considered International Visiting Scholars for the purpose of this SAP.
- **Intergovernmental Personnel Act (IPA) Assignments:** The temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations.
- **Remote Collaborators:** Individuals not involved in an employer/employee relationship with TEES who participate remotely in specific research or other scholarly activities with TEES.

Procedures and Responsibilities

1. GENERAL

- 1.1 U.S Visiting Scholars, International Visiting Scholars, Exchange Visitors, and Remote Collaborators (collectively “Visitors”) are not considered employees or students of TEES. As non-employees and non-students, they do not have official authority to operate or access TEES facilities or resources without approval.
- 1.2 Individual coming to campus who 1) are accompanied by authorized Agency personnel; 2) do not need access to facilities or resources; 3) are not performing “hands-on” research or teaching; and 4) are visiting only for a short duration of time (approximately 10 business days or less) are not considered to be a U.S. Visiting Scholar, International Visiting Scholar, or Exchange Visitor. Examples of these visits include campus tours, conferences, collaboration meetings, presentations of a paper, job interviews, etc. Individuals coming to campus who are not considered to be a U.S. Visiting Scholar, International Visiting Scholar, or Exchange Visitor under this procedure are still subject to review by TEES Research Compliance.
- 1.3 All Visitors coming to campus who will have access to TEES facilities and resources must have prior approval from the department or division head and Engineering Human Resources & Payroll.



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- 1.4 Government employees temporarily assigned to work at TEES via an IPA assignment will be provided access to Agency facilities and resources through the visiting scholar process outlined in this SAP.
- 1.5 Visiting Postdoctoral Fellows receiving fellowships directly from the awarding agency will be provided access to Agency facilities and resources through the visiting scholar process.
- 1.6 Prior approval is required for Visitors to access Agency facilities and resources as evidenced in part by a NetID or an official identification cards and/or library card. Extensions may be granted on a case-by-case basis.
- 1.7 Visitors are subject to all applicable TEES rules. Visitors have access to TEES Rules through the Agency's website.

2. PAYMENTS AND REIMBURSEMENT OF EXPENSES

- 2.1 Visitors who are invited on a non-remunerated basis to come to campus or collaborate remotely to participate on research, scholarly, and/or non-clinical activities will not be paid a salary as they are not an employee of the Agency and cannot represent themselves as such. However, a Visitor may receive payment or be reimbursed for expenses associated with their activities at the Agency. Any payments made to Visitors may be subject to taxation and are the Visitor's responsibility. Visitors can contact engrtax@tamu.edu for more information on GLACIER and other tax-related obligations.
- 2.2 Payments to Visitors will be processed via a stipend. Visitors will not be paid through the payroll system.
- 2.3 The hosting department is responsible for initiating the payment request with the TEES Fiscal office.

3. HOSTING VISITORS

- 3.1 Hosting departments must ensure that the invitation of a Visitor is justified based on the benefit and contribution to TEES.
- 3.2 The status of Visitors is a privilege, not a right. TEES reserves the authority to rescind the approval of the visit, revoke the invitation, or deny its renewal or extension at any time. If a Visitor's approval is rescinded, revoked, or not renewed, the Visitor must be informed in writing by the hosting department. This written notice should indicate the effective end date of the visit along with the reason for which the action is being taken.



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A copy of the written notification should be provided to the International Student and Scholar Services Office (ISSS) and Engineering Human Resources & Payroll. If either party wishes to end or terminate the program early, you must reach out to Engineering Human Resources & Payroll prior to terminating the program.

- 3.3 The host faculty member must accept responsibility for the Visitor and may not be on sabbatical, development, or extended leave during the visitation period. The host faculty member must secure all approvals for the Visitor to access Agency facilities and utilize Agency resources. The Form 5VS, Memorandum of Agreement, reporting an Incident Form, Invitation Letter, and Department Questionnaire must be completed for each Visitor and submitted by the host faculty member for approval by the appropriate department or division head and forwarded to Engineering Human Resources & Payroll for approval.
- 3.4 Faculty members or researchers hosting a Visitor must complete the basic export control and embargo online training course, prior to the arrival of the approved visitor in accordance with *TEES Rule 15.02.99.E1 Export Controls Program Management*, and this training must be renewed every two years. This training will be assigned to the visitor's host by TEES.
- 3.5 TEES Research Compliance will review the completed Form 5VS, and conduct a Restricted Party Screening on the Visitor, their affiliated institutions/entity, and funding source. All requests are subject to additional screenings as appropriate. For Exchange Visitors, a copy of the approved Form 5VS will also be forwarded to the International Student and Scholar Services (ISSS) and Vice President for Research (VPR) offices by Engineering Human Resources & Payroll. Approval and check in completed verified by the ISSS office must be received by TEES prior to providing the visitor access to Agency research facilities and resources. A criminal background check may be required in addition to the export control review.
- 3.6 If the nature, purpose, location, or duration of the visit changes, the host faculty member must inform Engineering Human Resources and Payroll to secure approval for the revised program 15 days prior to the expiration of the initial approval deadline. A revised invitation letter must be submitted outlining the revised program, and a copy of the previous Form 5VS must be attached. TEES Research Compliance must be notified of the change. For Exchange Visitors, the ISS office must also be notified.
- 3.7 All visitors must sign a Memorandum of Agreement which includes a non-disclose agreement regarding information acquired during the visit to



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TEES and an intellectual property agreement that addresses patents and copyrights.

4. EXCHANGE VISITORS

- 4.1 The ISSS office is responsible for overseeing and managing the U.S. Department of State's J-1 Exchange Visitor Program for scholars, professors, researchers, and student interns at TEES. Exchange visitors are governed by TEES SAP 33.99.09.E1.01. All J-1 visa sponsorship requests must be submitted to Engineering Human Resources & Payroll at least two months in advance of the visiting scholar/researcher's visit at TEES.
- 4.2 In the administration of Department of State's J-1 Exchange Visitor Program, TEES must comply with the Exchange Visitor Program regulations found at [22 CFR Part 62]. In addition to the general administrative requirements of Subpart A, which are applicable to ALL sponsors regardless of the program category or categories for which they are designated, sponsors must also comply with the relevant program category requirements, found in Subpart B, according to the categories for which they are designated. TEES is approved to host Exchange Visitors in the research scholar, short-term scholar, and student intern categories.
- 4.3 Upon arrival, all Exchange Visitors sponsored by TEES must check in with ISSS.
- 4.4 All Exchange Visitors will be required to complete the following online training within 30 days of their arrival: Creating a Discrimination-Free Workplace, Orientation to the A&M System, and Information Security Awareness.

5. REMOTE COLLABORATORS

- 5.1 Remote Collaborator requests will be considered for individuals finishing publications associated with a sponsored research award or other scholarly activity. Access will be limited to one year from the start date of the initial collaboration and it contingent upon the remote work location. Extensions may be granted on a case-by-case basis for up to one year each, with a cumulative maximum term of five years.
- 5.2 Remote Collaborator requests required by a sponsored research award or contract may be approved based on the scope and dates of the applicable award or contract.



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- 5.3 TEES Research Compliance will review the completed Form 5VS and conduct a Restricted Party Screening on the Remote Collaborator and their affiliated institution/entity. All requests are subject to additional screenings as appropriate.
- 5.4 An IT security will also be performed as part of the Remote Collaborator review process.
- 5.5 All Remote Collaborators will be required to complete the online Information & Security Awareness training within 30 days of their approved collaboration.

6. GRIEVANCES

- 6.1 All Visitors have the right to file concerns or complaints through Agency resources.
- 6.2. Grievances made by an Exchange Visitor must be reported to ISSS immediately due to specific reporting requirements by the U.S Department of State.

Related Statutes, Policies, or Requirements

[Policy 15.02, Export Control Program Management](#)

[Rule 15.02.99.E1, Export Controls Program Management](#)

[TAMU SAP 15.99.99.M0.01, Visiting Scholars, Remote Collaborators, and Others Access to Texas A&M University Research, Facilities and Resources](#)

Contact Office

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