

# FOREIGN VISTS

## HOSTING AND COLLABORATING WITH FOREIGN COLLEAGUES

Institutional review is required prior to collaborating with, and hosting, visitors listed on any U.S. government restricted party list. Faculty and staff are encouraged to present as much relevant detail as possible *as early as possible* to ensure that UF can provide assistance and support.

### Why are Foreign Visitors Important?

Creating and maintaining relationships with foreign colleagues are critical to international activities because these partnerships feed our research programs, outreach activities and teaching outcomes. Visits from international partners can be included as part of sponsored project activities, internally funded agreements and/or standalone experiences funded by the visitor's institution. Regardless of the source of funding (e.g. federal, internal, external) used to support the visit, UF/IFAS is committed to ensuring that all visitors have the best possible experience and appropriate access.

### Visitor and Collaborator Review

Leadership in the UF/IFAS Units and RECs should review all visits and be aware of the resources, such as time, space, funding, etc. (both in the department and provided to the visitor), that will be used in support of the visit. Access to students, equipment, protected areas and information should also be discussed and communicated to all interested parties well in advance of the visit.

In an effort to remain compliant with export control laws and regulations and to streamline the Visual Compliance review process, the IIST and the Division of Research Compliance and Global Support (DRCGS) work together to review foreign collaborators and visits. Our goal is to ensure compliance, mitigate risk to the University, and prepare the department to host the visitor.

### What is the General Process?

- [Contact the IIST](#) for Initial Review with the following:
  1. Individual visitor and affiliated institution
  2. CV or Resume (for visits)
  3. Funding source
  4. Description of planned activities (e.g. SOW or detailed agenda)
- DRCGS Review: Should there be a need, DRCGS will conduct a review and provide feedback to IFAS based on regulatory parameters.
- If additional information is requested by DRCGS, the IIST will assist the faculty until the matter is resolved.

### FOREIGN VISITS & COLLABORATION REVIEW

The IIST reviews foreign collaborations and visits to ensure activities and expenses adhere to all applicable policies. We rely upon faculty, staff and their departmental leadership to discuss and address potential issues.

#### To get started, email the IIST with:

1. Full legal names and institutional affiliation of ALL visitors or collaborators
2. Dates of activity or trip (can be tentative)
3. UFIRST proposal or agreement number (if related to a sponsored program)
4. Description of planned activities, including a draft itinerary, tours and meeting locations (if applicable)
5. Would you like a Dean (or Dean's representative) to provide a letter or participate?

#### Based on the information provided above, the IIST will:

1. Confirm UF can engage with the individual(s)/organization(s)
2. Review the activity and agenda; provide a signed invitation from an IFAS Dean (if needed)
3. Suggest the names of individuals that the person(s) could meet with.