

McCORMICK CUSTOMER SERVICE CENTER Research Visitor Vetting Checklist

To ensure full vetting of visiting researchers, please fill out the checklist below and submit it to the McCormick Customer Service Center with the Appointment and Visa Request Form (AVR) for the following appointment types:

Research Affiliate
Visiting Pre-Doctoral Fellow
Visiting Post-Doctoral Fellow
Visiting Scholar

Visitor name: _____

Sponsoring PI name: _____

Department: _____

- The sponsoring PI has spoken to the prospective visitor on _____ (MM/DD/YYYY)
 - in person
 - by telephone
 - by video conference
- The sponsoring PI confirms that the prospective visitor is competent and will provide a meaningful contribution to the PI's research or educational program.
- The sponsoring PI can accommodate the prospective visitor in terms of space, lab support, and other expenses.
- The sponsoring PI has done appropriate due diligence and is not aware of any matters or problematic issues, including activities that are incompatible with Northwestern polices and values, that should be considered in the decision to invite the prospective visitor.

McCormick PI

Date (MM/DD/YYYY)

McCormick Department Chair

Date (MM/DD/YYYY)