

Procedures for Scholar-In-Residence application and agreement

- 1) Requesting visitor must identify a faculty sponsor, who is responsible for oversight of the visitor. Oversight includes ensuring the visitor is made aware of and follows all WVSOM policies and procedures, particularly those related to the proposed research project. The visitor must discuss the project and oversight with the faculty host prior to submitting the application. Typically, the faculty host will review the proposed project in advance of it being submitted as below.
- 2) The application consists of the Visitor submitting a 1-page summary of the proposed project with proposed dates, which includes specific aims and the planned project outcome and a CV to the Office of Research and Sponsored Programs (ORSP) at the following email: orsp@osteo.wvsom.edu. Note that the project proposed dates cannot be longer than a period of one year; thus the proposal should include only what the Visitor proposes to accomplish in one year (or less).
- 3) Staff in the ORSP will review and determine whether the project requires Research approval or approval through the Office of Accreditation and Educational Development (OAED) (or both).
- 4) From there, the ORSP will schedule a meeting with the Faculty host and Department chair, as well as the Associate Dean for Accreditation and Educational Development (ADAED), where appropriate. In this meeting, the Associate Dean of Research and Sponsored Programs (ADRSP) will provide training on expectations of the Faculty Host in terms of responsibility for oversight of and conduct by the Scholar-in-Residence.
- 5) If the Faculty Host agrees to the responsibility and the Department Chair is in agreement that the Faculty host may undertake the project, WVSOM will draft the Scholar-in-Residence Agreement and send it to the Visitor. The Faculty Host will be copied on the email.
- 6) The visitor will sign and return the Scholar-in-Residence agreement to the ORSP (orsp@osteo.wvsom.edu).
- 7) From there, the ORSP will send the agreement to the Faculty Host, Department chair and appropriate Associate Dean and Vice-President.
- 8) Once the agreement is fully executed, the agreement will be copied and the copy will be returned to the Visitor and copied to the appropriate parties, which constitutes the official appointment.
- 9) Once this occurs, the conditions of the agreement shall apply to all activities of the Visitor regarding the research or scholarly activity project.
- 10) The Visitor must submit a progress report to the PI/PD and ORSP between 30 and 15 days prior to the expiration date of the agreement. The ORSP will share the report with the appropriate Associate Dean. After review of this report, WVSOM may consider a renewal application (starting at step 1 above) to extend the relationship and/or renew the agreement, if appropriate.