Non-employee Research Affiliates

Purpose:
To share policies and procedures for creating Non-employee Research Affiliate appointments, including visiting scholars, visiting researchers, unpaid research fellows, and unpaid postdocs.

Relevant Definitions:

Research Affiliates: a formal designation given to a non-employee researcher or scholar who is temporarily in residence at UT Austin and needs access to university systems as part of their collaborative work.

- May be appointed using any of these job profiles:
  - Research Affiliate – Visiting Researcher/Scholar (A006)
  - Research Affiliate Senior Research Fellow (A012)
  - Research Affiliate Research Fellow (A011)
  - Research Affiliate Postdoctoral (A010)

- Research Affiliates need to be sponsored by a faculty member within a department who will take responsibility for the visitor and serve as a point of contact
- Research Affiliate privileges are added as Job Classifications via the Workday BP. (See Step 13 of the WIG.)
- Research Affiliates meeting the following criteria require approval by the OVPR prior to being appointed:
  - Will be in residence for more than 14 days
  - Will conduct work in a research lab or will conduct research-related activity using UT facilities and resources
  - Will be assigned an Affiliate EID or Member EID
  - Will be appointed to a temporary unpaid research affiliate position per HOP 7-1020 (Research Titles)

VSVR: Visiting Researcher or Visiting Scholar; one type of research affiliate appointee; usually researchers/scholars from corporations or other academic institutions who are self-funded or independently funded by a third-party source. Visitors typically initiate request for nomination and collaborate on research that may benefit their own research endeavors in addition to furthering the University’s mission.

OVPR: The Office of the Vice President for Research, Scholarship, and Creative Endeavors; primary office overseeing research-related employment and nonemployee research affiliates.

Visual Compliance: The outside vendor web tool UT uses to ensure UT departments do not knowingly initiate ties to individuals or entities of concern to the U.S. government.

Process:

1. Make sure your Research Affiliate has or creates a UT EID.
2. Follow the OPVR’s Nonemployee (Unpaid) Research Affiliates (Visiting Researchers and Scholars) webpage instructions on how to appoint a Research Affiliate.
   a. If pre-approval from OVPR is required, submit the Nonemployee Research Affiliate Request for new or renewing nonemployee research affiliate appointments. Note: Pre-approval is not required for renewals when the research affiliate is continuing in the same position, and there has been no break in service greater than 6 months.
      i. UT Sponsor: Faculty member who is sponsoring the visitor.
      ii. UT Organization Host: Department Chair. If the Department Chair is the UT Sponsor, then the Host will be Assoc. Dean Rob Crosnoe.
   b. Run a Visual Compliance check:
      i. For access to Visual Compliance see Authorizations
      ii. To run a Visual Compliance check (from VPR):
         1. Log in and, click on Restricted Party Screening (RPS).
         2. Enter the name of the person (check spelling against an official document such as a passport).
         3. Enter the information you have available (address, former university/employer, etc.,) but most importantly the country of citizenship.
         4. In the Comment section, add the visitor's name/EID, department, and the name of the sponsoring professor. (This is important because Visual Compliance retains these searches and will send you an email if that person (or a person with a similar name) gets added to any of the lists and having that reference is useful.)
   c. Save your search results as a PDF.
   d. Upon receiving approval from the OVPR for the nonemployee research affiliate position, issue the candidate a Non-Employee University Affiliate offer letter and the Non-Employee Research Affiliate Agreement. The agreement must be signed by the candidate, a representative from the candidate’s home organization, the UT Administrative Host, and the UT Sponsor.
   e. Request a Background Check for the Research Affiliate prior to initiating the Workday BP.
      Note: Although the OVPR’s detailed Workday instructions are useful, especially with respect to OVPR requirements, do NOT upload a copy of the Research Affiliate’s ID to the Workday BP.
3. Use the Hire WIG to add the Research Affiliate to Workday. You will want to hire into a JM sup org (JM instructions start on p.2 of WIG)
   a. As mentioned above, privileges are added as Job Classifications – descriptions of the 4 options are included in the Contract Contingent Worker WIG (p.2).
b. The following items must be attached to the BP:
   i. Signed offer letter – Research Titles Offer Letter Templates
   ii. Signed Non-Employee Research Affiliate Agreement
   iii. Visual Compliance Report PDF (see 2.b.iii.)
   iv. Approval email from OVPR

c. Please add Comments explaining you are creating a Research Affiliate appointment and mention the sponsoring faculty member.
   i. If you did Not include this information in the “Assignment Details” section of the BP, then you **Must** include the following information in the comments as well:
      1. Visitor's Nationality: (insert nationality)
      2. Current Affiliation: (insert external organization)
      3. Research Activities: (insert title of research)
      4. Background check clear as of (insert date)
      5. Visual Compliance cleared as of (insert date).

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**Related Policies:**

- Procedures for Research Titles
- Office of the Vice President for Research Policies
- HOP 7-1020: Research Titles

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**Other Related Links:**

- How to Hire a Visiting Scholar/Researcher in Workday
- WIG: Contract Contingent Worker
- Research Titles at a Glance
- VSVR FAQs
- Research Affiliate Benefits
- Visual Compliance

- Background Check Administration (BCA)