

UAB International Visiting Scholar (IVS) Program Checklist

UAB International Medical Education (IME)

Inviting an IVS to UAB and/or to Extend an IVS Opportunity at UAB:

- Complete the Host Form**
 - Submit the completed [Host Form](#) to ivs@uab.edu.
- Submit Faculty-Approved IRB/IACUC Protocol Letter** (if applicable)
 - Attach the Faculty approved IRB/IACUC protocol letter to the Host Form submission to ivs@uab.edu.
- Submit IRB/IACUC Protocol showing the IVS has been added to this protocol within 30 days of their opportunity begin date** (if applicable)
- Submit Research Extension Request** (if applicable)
 - Submit a progress report justifying the need for a research extension (what additional skills the IVS will learn, what additional tasks they will be assigned to, etc.) along with the completed Host Form to ivs@uab.edu
- If the department is paying the \$350 application fee for the visiting scholar:**
 - The “Department Agreement” document has been signed by the host and sent to IME (If this document is needed, please request via email to ivs@uab.edu)
 - A Journal transfer to Account # 3124527.000.213124527.312001500.0000 has been completed and confirmation of the fully approved journal transfer has been sent to IME. Please include the following in the subject line of the journal transfer “IVS Application Fee – IVS Name”.

On-Boarding/IVS Clearance

- UAB Department & Visiting Scholar Received the Signed Offer Letter from IME**
 - Ensure a signed copy of the IVS Offer Letter is on file.
- Department & Visiting Scholar Received Clearance Email from UAB IME**
 - Wait for an official clearance email from Ashley Hempenstall indicating that the IVS is fully approved to begin their opportunity. Without this email, the visiting scholar is not cleared to begin their opportunity at UAB.
- Create & Submit ACT document for the IVS** (if you haven’t done so already)
 - You must list the incoming scholar’s title as “Visiting Scholar” to remain in compliance with UAB policies.
 - They should **not** be titled research scholar, visiting scientist, visiting scholar, volunteer, fellow, resident, researcher, etc.

Off-Boarding/IVS Departure

- Terminate ACT Document**
 - Process the ACT termination and send proof of completion to ivs@uab.edu
- IVS UAB Badge**
 - Remind the IVS to return their UAB ID Card to IME at the conclusion of their opportunity (201 Volker Hall).

- If during business hours (8am-4:30pm), please leave your badge with Ashley Hempenstall at the front desk of 201 Volker Hall.
- If outside of business hours, please place your badge in an envelope and slide under the door of 201 Volker Hall.

Revoke System Access

- Ensure all UAB system access granted to the IVS is revoked.

Email Completed Checklist to ivs@uab.edu within 5 business days of IVS opportunity end date

- Once UAB IME receives the completed checklist, Ashley Hempenstall will email the visiting scholar an “Exit Survey” to complete regarding their experience at UAB.

Department HR Name

Department HR Signature

Date