

EOL Visitor FAQ

Q: How do I get a visitor to come to EOL?

A: It depends on the type of visitor. EOL has 3 “pots” of money for specific types of visitors: Scientist Visitors, Engineering Visitors, and the Summer Engineering Intern program.

- 1) Scientist Visitors come to conduct research that has a strong science component; they are approved and funded by the EOL Science Group.
- 2) Engineering Visitors come to conduct research with a strong engineering component and are approved and funded by the EOL Engineering Group.
- 3) The Summer Engineering Program visitors are students recruited to enhance their education and to familiarize them with engineering tasks related to EOL’s mission and needs. This last group is reviewed and funded by the Program coordinator.

In addition to these three programs, you may ask your Facility or the EOL Directorate to fund a visitor, or you may have a visitor apply to ASP or another NCAR division/lab for funding.

Regardless of funding source, you must get your Facility manager’s approval and notify your Facility administrator before applying to any of these programs to bring a visitor on board.

ALL visitors’ research/tasks must fit with EOL’s mission and needs.

You will need to fill out the EOL Visitor Request form

(<http://www.eol.ucar.edu/generalinfo/visitors/visitorform.doc>) to request a visitor.

See the EOL Visitor Guidelines

(<http://www.eol.ucar.edu/generalinfo/visitors/guidelinesvisitors.pdf>) for complete procedures and review instructions for visitors.

Q: How soon do I need to notify someone that I have a visitor coming?

A: *At least* one month before their arrival date. The more lead time your facility administrator and administrative assistant have before the visitor arrives, the better. This will allow us to complete the necessary paperwork to make your visitor’s travel arrangements (if any), set up salary or other payments, and get him/her an ID, a computer, an office, a phone, and all the other necessary items for a successful visit. Also, if your visitor is a foreign national it will take even more time due to visa requirements, so please tell us as soon as possible.

Q: What about ASP visitors or visitors I’m sharing with other NCAR divisions/labs?

A: *Please* tell your facility administrator and administrative assistant about any ASP visitor applicants or shared visitors. ASP does not give us a list until they have already accepted visitors, and EOL needs much more lead time than that to set up a successful visit. If your visitor will be shared with another division or lab, we need to know that too so that all of the appropriate cost-sharing paperwork is completed.

Q: What information do I need to provide once a visitor is approved?

A: All requests, document preparation and submissions should begin with and flow through your facility administrator. See the EOL Visitor Guidelines

(<http://www.eol.ucar.edu/generalinfo/visitors/guidelinesvisitors.pdf>) for complete procedures.

You should have already sent the request form to your administrator during the approval process, so after the visit is approved simply notify your administrator that you have a visitor coming, and s/he will tell you what additional information is needed.

Q: Can I write the invitation and/or visa support letters for my visitor?

A: Yes, but all invitation and visa support letters **MUST** be signed by the EOL Director or Assistant Director. Your administrative assistant can prepare these letters for you using the HR templates (<http://www.fin.ucar.edu/hr/visitors/manual/tocmain.html>) or you can prepare them

yourself, but you must route these letters through the EOL Directorate before sending them to your visitor.

Q: My visitor isn't going to be paid at all. Do I still need to tell you s/he's coming?

A: *YES*. Even if your visitor isn't going to get a salary, stipend or travel reimbursement, s/he still has to have paperwork filled out. This is so: a) the visitor is covered on UCAR's insurance; b) the visitor gets a place to sit, a phone, a mailbox, etc.; and c) EOL gets "credit" for the visit. Also, please remember that unpaid visitors still cost money in staff time to make arrangements for their visit and occupy EOL space, so please give us the one month lead time even for unpaid visitors.

Q: What if I didn't meet the one-month lead time deadline?

A: We know that sometimes unexpected visitors come up. However, if you are unable to provide us the needed lead time, we ask for your patience and understanding as we work to bring your visitor on board. Your visitor will have to wait for an ID card, keys, phone, office, etc and you may need to make arrangements for him/her in your office or lab while we process the necessary paperwork.

Q: This seems like a lot of work. Why do I need to fill out the form and do all this?

A: Having the host fill out the form and following the EOL guidelines and procedures: a) ensures that the EOL funding source has enough information to make a decision about whether to pay for your visitor; b) gives your assistant all the necessary information to fill out your visitor's required paperwork and ensure a smooth arrival; c) guarantees your visitor has all of the administrative support s/he needs when s/he arrives; and d) lets EOL track our visitors and visitor budgets so that we maximize our visitor funds and opportunities.

Q: I still have questions after reading this FAQ. What should I do?

A: You should talk to your facility administrator or administrative assistant to get your further questions answered.