

EOL Visitor Guidelines

The EOL Visitor Program is focused on non-NCAR visitors whose work supports the Laboratory's strategic goals and its science. Applications for visitors proposing to work with EOL staff to develop instruments, sensors and/or software, or for visitors to be hosted by EOL's young scientists and engineers, will be given the highest priority.

Any administrative support that a visitor requires is provided by the Facility s/he is visiting. **NOTE** that "general administrative support" *does not* include editing manuscripts, workshop planning, or other higher-level administrative duties. Support details must be specified in the offer letter.

EOL follows HR's visitor definitions for the different funding levels and terms. Information about these definitions, UCAR visitor policy and appointments may be found at: <http://www.fin.ucar.edu/hr/visitors/manual> .

EOL has four types of visitors and funding sources:

- 1) **General Visitors** come to perform a specific task within a facility (e.g., to help with the construction of a facility instrument). These visitors are funded from the Facility or the EOL Directorate.
- 2) **Scientist Visitors** come to conduct research with a strong science component that meshes with EOL's mission and needs. They are funded from the EOL Scientist Group visitor funds.
- 3) **Engineering Visitors** come to conduct research with a strong engineering component that supports EOL's mission and needs. They are funded from the EOL Engineering Group visitor funds.
- 4) **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. They are funded from the Summer Engineering Program's funds.

Visitors who cross fiscal years must be budgeted in each of the FYs they will visit. For example, a visitor to EOL whose term is 7/1/06 – 1/30/07 would need to be budgeted from FY06 funds for 7/1-9/30/06 and from FY07 funds for 10/1-1/30/07. Keep this in mind when planning and budgeting for visitors.

REVIEW GUIDELINES

ALL REQUESTS, DOCUMENT PREPARATION AND SUBMISSIONS MUST BEGIN WITH AND FLOW THROUGH THE APPROPRIATE FACILITY ADMINISTRATOR.

The cognizant Facility Manager(s) must be aware of **all** requests for visitors in their facility. Awareness does not imply commitment of resources.

Depending upon the funding source, either the supporting Facility Manager or the EOL Director/Assistant Director must review applications for all General Visitors. These reviews occur at monthly MAC meetings and on an as-needed basis.

The EOL Science Group must review all applications for all Scientist Visitors. These reviews occur twice a year. The Science Group leader will notify all EOL via email of the dates for these review meetings and deadlines for applications. Out-of-sequence requests will be considered only in rare cases offering extraordinary opportunity.

The EOL Engineering Group must review all applications for all Engineering Visitors. These reviews occur twice a year. The Engineering Group leader will notify all EOL via email of the dates for these review meetings and deadlines for applications. Out-of-sequence requests will be considered only in rare cases offering extraordinary opportunity.

The Summer Engineering Program Coordinator reviews all internship applicants. The Coordinator matches applicants with hosts (in consultation with Facility Managers and hosts) and communicates his/her recommendations directly to the Managers and hosts.

PROCEDURES AND SCHEDULE

For all visitors, the host must send a request form via email. Download the form at <http://www.eol.ucar.edu/generalinfo/visitors/visitorform.doc>

The host completes the form and emails it to his/her Facility Manager for approval. Upon approval, the host forwards the approval and the completed form to the Facility Administrator and cc's the Laboratory Administrator.

If the request requires review beyond the Facility Manager, the host will send the request to the appropriate group *after* receiving approval from his/her Manager. The approval process proceeds from there. Remember that the Science and Engineering Groups only review requests for visitors twice a year, and that the Summer Engineering Intern program coordinator reviews requests in the early spring.

Once the visit is approved by the appropriate person/group, notify your Facility Administrator and Administrative Assistant **at least one month before the visitor's projected arrival date**. They will complete the necessary documents and provide them to the EOL Laboratory Administrator for review and approval. Documents will be returned to the Facility Administrator for final processing. *If the host does not notifying their Administrator of a visitor's arrival at least a month prior, the visitor's paperwork and associated services (e.g., salary) may be delayed. There may be negative impacts on the visitor.*

Upon final approval of the visitor, the Facility Administrative Assistant must enter the visitor's information into the online EOL Visitor Database (<http://www3.atd.ucar.edu/apps/visitors/addvisitor.php>)

If you have questions about this policy or would like assistance, please contact your Facility Administrator.