



The Visiting Research Faculty application may be used to invite individuals to Yale to collaborate with Yale faculty in instances in which a presence on campus and access to Yale laboratory facilities are necessary. Please submit this Application to the Office of Academic and Professional Development for approval *before* extending a formal invitation to the candidate. [A signed copy of the Research Attachment must also accompany the submitted Visiting Research Faculty application.](#)

**Note:** The application must be approved *before* requesting a visa through the Office of Institutional Students and Scholars (OISS).

If the individual is employed by a for-profit institution, a Visiting Scientist Agreement may be required in lieu of a Research Attachment. Contact the Office of Sponsored Projects (OSP) for more information.

### **Summary of Eligibility Requirements**

Visiting Research Faculty should:

- 1) have an M.D. and/or Ph.D. or have equivalent training;
- 2) have two or more years of research experience following the M.D. or Ph.D.;
- 3) have demonstrated a high professional ability in fields related to the work being proposed;
- 4) hold a position at another university or at a company and should be coming to Yale part-time or for a short duration;
- 5) have an outside source of salary support (personal funds cannot be used);
- 6) have health insurance coverage;
- 7) be in residence at Yale during the appointment.

### **Important Considerations**

- 1) Appointees are not Yale employees, cannot be paid from Yale-administered funds, and do not receive fringe benefits from Yale.
- 2) Appointees will need to show evidence of health insurance and external funding.
- 3) Appointments are for a maximum term of 1 year; with approval, the appointment can be renewed once.
- 4) Appointees must complete research compliance and safety training prior to entering the lab. For more information, please consult the Yale Faculty Handbook for Visiting Fellow and Visiting Research Faculty.

**Please turn to the next page to begin the Visiting Research Faculty Application.**



Reset Form

INSTRUCTIONS: Please complete this application and submit it as a pdf via email to faculty.affairs@yale.edu. The application must be approved by the Office of Academic and Professional Development prior to contacting OISS for a visa and offering a position as Visiting Research Faculty.

To be completed by the Faculty Sponsor and/or departmental business office representative.

1. Applicant Information

Applicant Name: [First Last]

During the term of appointment, is the applicant legally authorized to hold a visiting research faculty appointment in the United States?

Yes No

Permanent Address: [ ]

Highest Degree Earned: [ ]

Has Applicant previously held a position at Yale? Yes No

If Yes, please state nature of previous appointment:

[ ]

2. Applicant's Employer

The information requested below refers to the Applicant's current employment status rather than to the proposed visiting faculty appointment at Yale.

Employer is Company: [ ]

University: [ ]

Other: [ ]

Employer Address: [City State Nation]

Current Position with Employer: [ ]

Will appointee retain this position and title while working at Yale? Yes No

Has the employer funded, or is it currently funding, research or service work at Yale? Yes No

3. Faculty Sponsor Information

Faculty Name: [First Last]

Department: [ ]

Lab Address (Bldg & Rm): [ ]

Does the faculty sponsor have a relationship with the Applicant's employer? (Include membership on a company's scientific advisory board.) Yes No If Yes, please explain:

[ ]

The Faculty Sponsor should submit a new Conflict of Interest form with this application or indicate here that no changes have been made since the last submission. [ ] No changes since last submission

### 4. Proposed Yale Appointment

Activities at Yale must comply with all relevant University policies including those on conflict of interest, conflict of commitment, and intellectual property, as described at [www.yale.edu/provost](http://www.yale.edu/provost).

Expected dates of appointment (maximum term of 1 year, renewable once):

Percentage (%) of time at Yale:  If less than 100%, where will Applicant work when not at Yale?:

Source of external financial support while at Yale:  Amount per month (US \$ )  
(minimum of \$3,700 a month)

Source of health insurance while at Yale:

Proposed Faculty Title:

Briefly describe the Applicant's proposed activities while at Yale:

Describe the relationship between the Applicant's proposed Yale activities and those currently performed for their current employer:

Will Applicant bring any equipment to Yale other than a personal computer?  Yes  No

Note any special requirements for installation. If applicable, provide a Certificate of Insurance for use of equipment on Yale premises.

Name of departmental person completing application:  Date:

Signature of Department Chair:

Date:

**For Office of Academic and Professional Development use only**

Approved

Not Approved

Signature:

Date:

The following agreement must be signed by all applicants for Visiting Research Faculty appointments *except those who are employed by for-profit institutions, whose employers may be required to execute a Visiting Scientist Agreement. For further information and to determine if such an agreement may be necessary, please contact james.cresswell@yale.edu within the Office of Sponsored Projects.* The agreement below clarifies issues such as intellectual property rights, third-party obligations and safety requirements, and in most cases will not affect the planned activities of the appointee in any way. Questions regarding any specific provisions of this agreement can be directed to dpst@yale.edu.

## Research Attachment For Visiting Research Faculty From Academia, Other Nonprofit Institutions, Or Governmental Entities<sup>1</sup>

This attachment applies to the proposed collaborative research activities to be conducted by \_\_\_\_\_ while appointed as Visiting Research Faculty (“the appointee”) at Yale as described in section 4 of the application. This attachment is effective once this letter is signed and the appointment is approved by the Yale School of Medicine Faculty Affairs Office or the Provost’s Office, and lasts for the length of the appointment.

1. In order to promote collegiality, Yale agrees that the appointee may retain any intellectual property they create pursuant to their work at Yale, subject to the following:
  - a. Yale’s research mission would be impeded if the appointee contributed to advancing knowledge or research, and then used their intellectual property rights to block Yale from using those advancements. The appointee therefore hereby grants Yale a nonexclusive royalty-free license to use intellectual property they created at Yale for Yale’s teaching, research, or other educational or academic purposes. The license is sub-licensable by Yale to its partners in research, education and/or training.
  - b. Research at Yale often involves obligations to outside parties. For example, money, materials, software, and/or equipment are often provided through contracts that give some intellectual property rights to the providers (e.g., sponsors). If the appointee uses these resources, or contributes to work using these resources, the providers may have rights in the results from the appointee’s research. Yale must be able to fulfill its obligations to the providers. The appointee therefore agrees to assign and hereby does assign to Yale rights to intellectual property created by the appointee at Yale, to the extent necessary for Yale to comply with its obligations to third parties.

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<sup>1</sup> Visitors who are Yale employees and therefore sign a Yale Patent Policy Acknowledgment do not need to sign this form.

- c. The appointee agrees to promptly notify Yale's Office of Cooperative Research of any inventions arising from their activities, so that intellectual property rights can be determined. If Yale commercializes the results of the appointee's research, Yale will share commercialization proceeds with the appointee as if they were a Yale faculty member, following applicable Yale policies and procedures.
  - d. The appointee agrees to execute any documents necessary to implement this Section 1.
2. The appointee will abide by all applicable Yale policies, procedures and guidelines, including training requirements relevant to use of Yale facilities.
3. The appointee will not bring equipment, supplies, or materials to Yale without the permission of their Hosting Faculty member, the written approval of Yale's Environmental Health & Safety department, and an executed agreement referencing this letter (e.g., a material transfer agreement or equipment/supplies use agreement governing the terms and conditions of the use of the material, equipment or supplies). If materials are to leave Yale at the end of the term of this appointment, then the parties agree to follow Yale procedures for the transfer.
4. The results of the research and any information identified as confidential are Yale's Confidential Information. During the term of this Agreement, the appointee may have access to information, data and techniques that are confidential to Yale or third parties to whom Yale has obligations of confidentiality. The appointee will not disclose Confidential Information until it is published by or with the permission of the Hosting Faculty member, or [*duration to be filled in at direction of Hosting Faculty member*] after the termination of this Agreement, whichever comes first. However, any information identified as Confidential Information of an outside party shall be maintained in confidence for as long as is required by the contract or other obligation making it confidential. It is the obligation of the appointee to find out from the Hosting Faculty member how long the confidentiality obligation lasts.

READ AND AGREED:

By:

Name: [ name of Visiting Fellow/Laboratory Associate ]

Date: