AGREEMENT FOR VISITING ASSOCIATESi

Colorado State University (the “University”) has agreed to host you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“You”) as a Visiting Associate, so that You may visit the University, be issued a University identification card (Ram Card) and gain access to certain University facilities and resources in order to engage in scholarship or research under the auspices of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[department], and under the sponsorship of \_\_\_\_\_\_\_\_ (the “Sponsor”), a member of the Faculty of the University in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It is the belief of the University and You that such an association or visit shall be beneficial to You and the University. More specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[describe what Visiting Associate is expected to do while at CSU]

The following terms and conditions will apply while you are at CSU:

1. Your association with the University will begin on or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and conclude on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unless such association is terminated by either party or extended by written agreement.
2. While at CSU, it will be your responsibility to keep Sponsor informed of your schedule and duties.
3. By signing this agreement, you acknowledge that your association does not create an employment relationship between You and the University. Accordingly, you agree and acknowledge that you are not entitled to any salary, benefits, and/or protections available to employees of the University. You further agree that you will not represent that you are an employee of the University. Although you are not an employee of the University, we have arranged for You to have access on a fee for service basis to certain University services as follows:
	1. Use of the University computing resources under our Guest Internet Access program
	2. Access to the Recreation Center
	3. Access to the CSU Health Network
	4. Use of local University and Public transportation

Additionally while you are at CSU we want you to be aware of the following services and resources which will be available to you without cost on the same basis as any visitor to campus:

* Access to CSU Libraries
* Campus Safety Services which includes escort service, emergency notification services and the like

Except as specified herein, you agree and acknowledge that you will not be entitled to reimbursement for any expenses

1. While your association with the University continues, You agree to comply with the University’s policies, as applicable, , even though You are not an employee of the University, and You agree to comply with the applicable policies and procedures of the University, including, but not limited to, those set out in the Academic Faculty and Administrative Professional Manual (“Manual”) with respect to the privacy of student educational records (Section I 1.2), Rights and Responsibilities Related to Creative Work (Section J), Sexual Harassment (Appendix 1) and Discrimination (Appendix 4). For purposes of Section J, You will be treated as a “Member.” Links to most University policies are available at http://policies.colostate.edu/. If at any time you have questions about a University policy or practice, please ask your Sponsor for clarification.
2. Before commencing any research or related activities at the University, you must obtain all regulatory approvals necessary or appropriate to conduct such research. Any research You conduct must be conducted in accordance with all state, federal, and University laws, rules, policies, and regulations, including but not limited to regulatory compliance. You may be required to successfully complete University required training and/or certification.
3. While at the University, You may acquire information, data, procedures and techniques that are confidential, proprietary information of the University or of third parties to whom the

University has obligations of confidentiality. You agree not to disclose such information to others and not to use such information except to the extent necessary in the course of your association with the University and solely for the University’s benefit. The agreement not to disclose does not apply to information that is published, already known to You, or received by You under circumstances where a reasonable person would understand that the information was public in nature. Again, if You have questions about this at any time, please ask your Sponsor for clarification.

1. Any inventions or other intellectual property that may arise from research or other

activities You carry out or are involved in at the University are subject to Section J of the Manual and You will cooperate by promptly disclosing such inventions and intellectual property and signing such papers and providing such information as are required under Section J.

1. While at the University, You may have access to digital publications, data information,

software and the like that have been licensed to the University. You may use these materials only while at University and solely to the extent necessary in connection with your association with the University. You may not retain copies of any such materials after the expiration of your association without the prior consent of your Sponsor.

1. This agreement supersedes any previous association or appointment You may have

had at the University with respect to the subject matter of this agreement.

1. The University may terminate this agreement and Your access to the University’s facilities at any time and in its sole discretion without any liability to You. The University will make reasonable efforts to provide You with prior notice if this occurs but is not obligated to do so.
2. If You are going to be residing in a University owned or controlled residence hall or apartment, you may be required to sign an occupancy agreement with respect to such housing. Notwithstanding the terms of any such agreement, your right to remain in such housing will end upon termination of this agreement. Thereafter you must promptly vacate such housing.
3. If You are not a citizen or Legal Permanent Resident of the United States and are being paid other than an Academic Honorarium (INA §212(q)), You may not conduct the activities covered under this Agreement in B-1/B-2 status or under the Visa Waiver Program. The University will sponsor You for J-1 status in either the “Research Scholar” or “Short-Term Scholar” category, if You are eligible for J-1 status. Within three business days of Your arrival at the University, You must visit the Office of International Affairs and present your documents.
4. In addition to the terms set out in this document, you may be subject to additional terms and conditions as part of the program in which you are participating. You may also be required to provide proof of insurance. You should contact your Sponsor if there are any questions about this agreement or those terms or conditions.

Sponsor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By your signature, You indicate that You have read and accept the terms of this agreement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact and Emergency Information

Local Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number(s): Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Visiting Associates** ‐ Research Associates, Scientists, Scholars, Senior Scientists and Senior Scholars who are members of the faculty for a short time while on leave or visiting from another institution

*Original to be kept in the home Department for the duration of the Association.*

*Revised November 2021*