Project Information for ARS Foreign Visitors

(To be completed by ARS scientist requesting to sponsor a foreign national)

Date: Click or tap to enter a date.

Section 1. ARS Scientist/Host Information and Unit Information

1a. Scientist/Host First Name	1b. Middle Name	1c. Last Name	1d. Suffix (Jr. III etc.)

1e. ORCID Number (Host)

1f. Area: Choose an item.	1g. Proposed Start Date	1h. Proposed End Date
1i. If Area is "Other," Please describe.		

1j. University, Entity Name, ARS Co-Located Site, or Working Site (Please Provide Name)

1k. City	1l. State

1m. Unit Name (Full and Acronym)

1n. Unit Mode Code

1o. Street Address

1p. Address Line 2

1q. Address Line 3

1r. City	1s. State
1t. County/Province	1u. Country	1v. Zip Code

1w. Origin of Recruitment (how did the host identify the Foreign National). If relationship is "Other," please describe	
1x. Origin of Foreign National Funding. If "Other," please describe	
1y. Date of completion of *Counter Intelligence & Insider Threat Economic Espionage Training* - ARS Training	

Section 2. Foreign National Information

2a. Foreign National Complete Name (First, Middle(s), Last as appears on Passport)	
2b. Country of Origin	
2c. Country of Current Residence	
2d. Visitor ORCID Number (If Available)	
2e. Entity that will process the Foreign National Application (Please select from drop down menu)	
2f. If Other, Please list detail information	
2g. Will the Foreign National require access to a USDA facility?	
2h. If "Yes" to 2g, will the Foreign National be at the same location of the Host?	
2i. If "No" to 2h, please provide complete unit or institution name and Country where the Foreign National will be working.	

2j. Please attach ARS Foreign National Visitors Biographical Sketch

Section 3. Project Information

3a. Project Title	
3b. Project Number	
3c. Project Lead Scientist	
3d. National Program	
3e. Benefit to ARS (how the visitor will contribute to the OSQR project plan objectives of the ARS host) (max characters 32,767)	
3f. Will the research involve U.S. national security, export controlled, proprietary or other controlled information?	
3g. Will the research involve dual use research? P and P Issuance Template (usda.gov)	
3h. Will the research involve select agent(s) or toxin(s) regulated by the Federal Select Agent program**?**	
3i. Will the research require work in BSL level 2 or higher research containment facilities?	
3j. Will the research require working with peroxide forming chemicals and/or controlled chemicals/substances?	
3k. Will the research require access to germplasm or microbe collections?	
3l. Will the research require access to the ARS network and/or elevated permissions to change data base structure or database (change or delete data)?	
3m. Will the research require the need to access SciNet?	
3n. If 3m is YES, will research require SCINet to be accessed outside of the United States, please select country.	
3o. Will there be a need to access USDA IT Systems outside of the United States?	
3p. Please provide one country, besides the United States, from which the Foreign National will need to access USDA IT systems	
3q. If yes to any of the above answers, please explain. Please email form to ARS-Foreign-Visitor-Program@usda.gov (max characters 32,767)	
3r. Type of Agreement	
3s. If Agreement is "Other," please detail.	
3t. Agreement Number	
3u. Agreement Title	

Section 4. Review of Request to Submit Name Trace Check
(To be completed by designated reviewer as appropriate)

Reviewers	Approve/Disapprove Approved with Contingency plan	Signature	Comments
4a. Research Leader			
4b.Center/Laboratory Director if applicable			
4c. Area Technology Transfer Coordinator			
4d. Area Director			

If the answer to any question in Section 3f - Section 3o is YES, please send to **ARS-Foreign-Visitor-Program@usda.gov** for a Research Security Review to be conducted.

What Happens Next?
1. *Once form is complete, upload to portal for housing of documentation. Copy AO and Location Coordinator for Unit.*
2. *If the answer to any question in Section 3f - Section 3o is YES, please send to ARS-Foreign-Visitor-Program@usda.gov for a Research Security Review to be conducted.*
3. *Open portal ticket to request name trace check (initiate tentative letter of invitation, if appropriate) and complete the FV Fastrack Process.*

Project Information for ARS Foreign Visitors Document Instructions

Section 1

1a. Enter Host Scientist Full First Name.

1b. Enter Host Scientist Full Middle Name, if no Middle Name, leave box blank

1c. Enter Host Scientist Full Last Name.

1d. Enter Host Scientist Suffix of Name, if applicable, may be blank.

1e. Enter Host Scientist ORCID Number.

1f. Choose specific area from drop down. If "OTHER," please indicate in box 1i.

1g. Select Proposed Start date of Foreign National to arrive at location.

1h. Select Proposed End date of Foreign National to leave at location.

1i. If "OTHER" was selected in box 1f., please describe. This box may be blank if specific area was chosen.

1j. Enter complete name of University, Entity Name or ARS Co-Located Site where Foreign National will be located. Do not provide acronyms

1k. Name of City of University, Entity Name or ARS Co-Located Site.

1l. Select state from drop down of University, Entity Name or ARS Co-Located Site.

1m.. Enter Full name of Unit Name, no acronyms

1n. Enter Full Unit Mode Code.

1o. Enter Full Street physical address for unit.

1p. Enter Full Street Address for unit, if needed second line.

1q. Enter Full Street Address for unit, if needed third line.

1r. Enter Full City Name of unit.

1s. Select from drop down of state, if applicable.

1t. Enter name of county of unit or province of location.

1u. Select country from drop down.

1v. Enter Zip Code of unit.

1w. Select from drop down, origin of recruitment. If "OTHER" was selected, please describe below in the space provided under drop down menu.

1x. Select from drop down, origin of Foreign National Funding. If "OTHER" was selected, please describe below in the space provided under drop down menu.

1y. Select date of complete of Counterintelligence and Insider Threat Economic Espionage Training - ARS Training in AgLearn.

Section 2

2a. Enter full name of Foreign National, as name appears on Passport.

2b. Select Country of Origin from drop down menu.

2c. Select Country of Current Residence from drop down menu.

2d. Enter ORCID Number, if applicable. If Foreign National does not have ORCID Number, they may register here: https://orcid.org/register

2e Select from drop down, entity that will process the Foreign National: ORISE, CRDF, University or Other

2f. if "OTHER" was selected in 3k, please list detail information.

2g. Select "YES" or "NO" if the Foreign National require access to USDA facility.

2h. If "YES" to 2g, select from down menu to choose "YES" or "NO" if Foreign National will be at the same location as host. 2i. If "NO" to 2h, provide complete unit or institution name and country where the Foreign National will be working.

2j. Attach ARS Foreign National Visitors Curriculum Vitae. This will be provided by the Foreign National.

Section 3

3a. Enter full project title from approved OSQR plan.

3b. Enter full project number, as it appears in ARIS.

3c. Enter full name of project lead scientist

3d. Select from drop down of National Program.

3e. Narrate the benefit to ARS and how the visitor will contribute to OSQR project plan, including USDA goals. Max characters are 32,767.

3f. Select from the drop down to choose yes or no.

3g. Select from the drop down to choose yes or no.

3h. Select from the drop down to choose yes or no.

3i. Select from the drop down to choose yes or no.

3j. Select from the drop down to choose yes or no.

3k. Select from the drop down to choose yes or no.

3l. Select from the drop down to choose yes or no.

3m. Select from the drop down to choose yes or no.

3n. If "YES" to 3m, select the country that SCINet will be accessed outside of the United States.

3o. Select from the drop down to choose yes or no.

3p. Select country from drop down menu that FN will need access to USDA IT Systems.

3q. If any of the answer from section three is "YES," please explain.

3r. Select type of agreement from drop down menu.

3s. If "OTHER" was selected in 3r, please detail.

3t. Enter agreement number(s). There may be more than one agreement number used due to time of arrival/departure of Foreign National. Please list all agreements.

3u. Enter the agreement title. If more than one agreement title, please separate using semi-colons.

Section 4

4a. Research Leader – Please Approve, Approve with Contingency, or Disapprove. Add comments if necessary.

4b. Center/Laboratory Director (If applicable – may be blank) – Please Approve, Approve with Contingency, or Disapprove. Add comments if necessary.

4c. Area Technology Transfer Coordinator – Please Approve, Approve with Contingency, or Disapprove. Add comments if necessary.

4d. Area Director – Please Approve, Approve with Contingency, or Disapprove. Add comments if necessary.

What Happens Next?

1. *Once form is complete, upload to portal for housing of documentation. Copy AO and Location Coordinator for Unit.*
2. *If the answer to any question in Section 3f - Section 3o is YES, please send to ARS-Foreign-Visitor-Program@usda.gov for a Research Security Review to be conducted.*
3. *Open portal ticket to request name trace check (initiate tentative letter of invitation, if appropriate) and complete the FV Fastrack Process.*