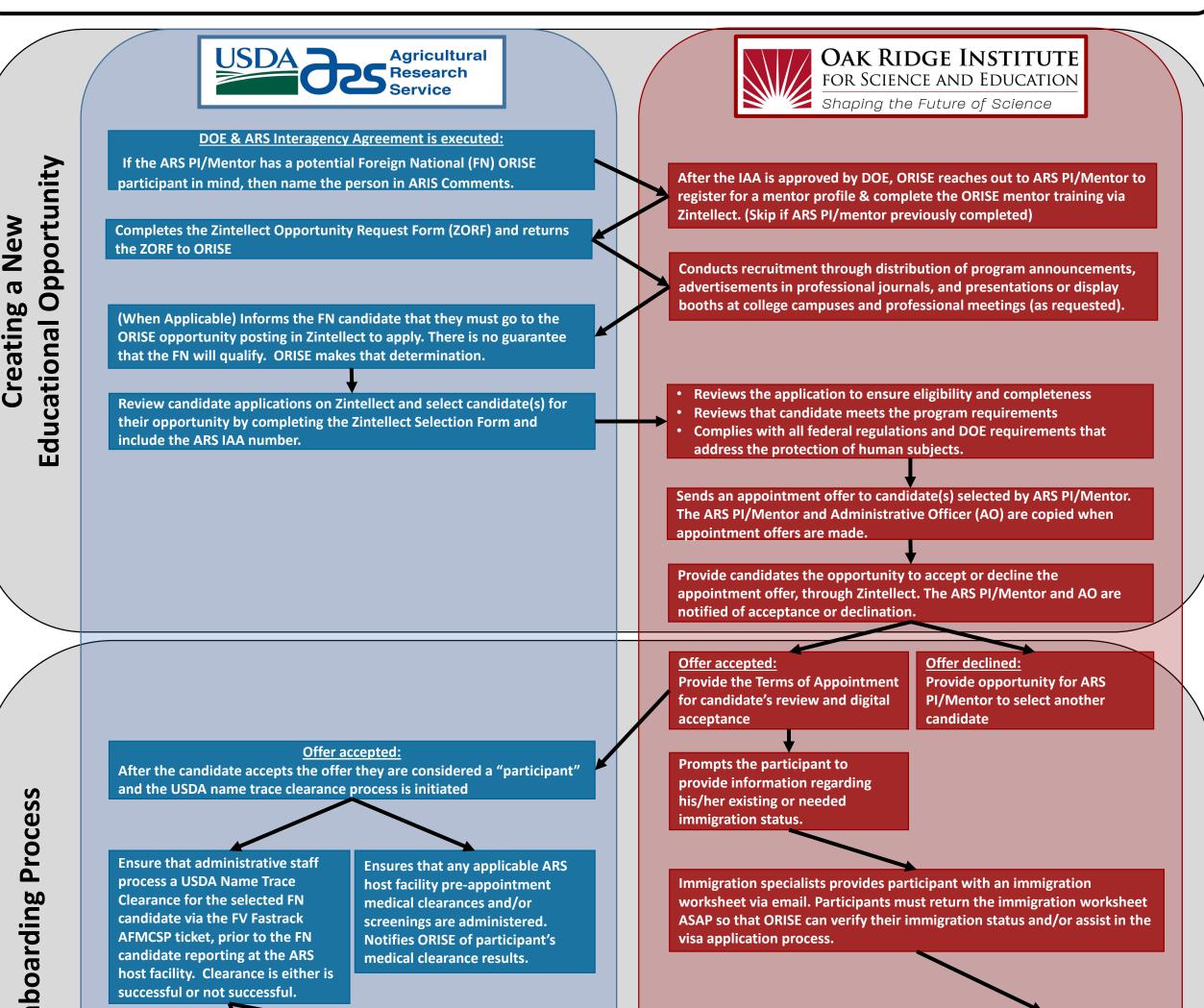# ARS Research Participation Program with ORISE

The process for onboarding foreign national ORISE participants

USDA ARS — Agricultural Research Service

OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION — Shaping the Future of Science

Creating a New Educational Opportunity

USDA / ARS:

DOE & ARS Interagency Agreement is executed:
If the ARS PI/Mentor has a potential Foreign National (FN) ORISE participant in mind, then name the person in ARIS Comments.

Completes the Zintellect Opportunity Request Form (ZORF) and returns the ZORF to ORISE

(When Applicable) Informs the FN candidate that they must go to the ORISE opportunity posting in Zintellect to apply. There is no guarantee that the FN will qualify. ORISE makes that determination.

Review candidate applications on Zintellect and select candidate(s) for their opportunity by completing the Zintellect Selection Form and include the ARS IAA number.

ORISE:

After the IAA is approved by DOE, ORISE reaches out to ARS PI/Mentor to register for a mentor profile & complete the ORISE mentor training via Zintellect. (Skip if ARS PI/mentor previously completed)

Conducts recruitment through distribution of program announcements, advertisements in professional journals, and presentations or display booths at college campuses and professional meetings (as requested).

- Reviews the application to ensure eligibility and completeness
- Reviews that candidate meets the program requirements
- Complies with all federal regulations and DOE requirements that address the protection of human subjects.

Sends an appointment offer to candidate(s) selected by ARS PI/Mentor. The ARS PI/Mentor and Administrative Officer (AO) are copied when appointment offers are made.

Provide candidates the opportunity to accept or decline the appointment offer, through Zintellect. The ARS PI/Mentor and AO are notified of acceptance or declination.

During the Onboarding Process

Offer accepted:
Provide the Terms of Appointment for candidate's review and digital acceptance

Offer declined:
Provide opportunity for ARS PI/Mentor to select another candidate

Offer accepted:
After the candidate accepts the offer they are considered a "participant" and the USDA name trace clearance process is initiated

Ensure that administrative staff process a USDA Name Trace Clearance for the selected FN candidate via the FV Fastrack AFMCSP ticket, prior to the FN candidate reporting at the ARS host facility. Clearance is either is successful or not successful.

Ensures that any applicable ARS host facility pre-appointment medical clearances and/or screenings are administered. Notifies ORISE of participant's medical clearance results.

Name Trace Successful:
ARS PI/Mentor notifies ORISE that Name Trace is clear and the participant can report as scheduled to the ARS host facility or provides a new start date.

Name Trace Unsuccessful:
ARS PI/Mentor Notifies ORISE of result.

Have administrative staff initiate a suitability ticket in the AFMCSP portal and FN participant will submit fingerprints and OF-306, prior to their arrival at the ARS host facility.
- If participant resides outside of the U.S., or is not local, then the suitability ticket will be initiated when they arrive at the ARS host facility.
- FN Participants need to be escorted throughout the building until fingerprints and OF-306 are cleared.

Prompts the participant to provide information regarding his/her existing or needed immigration status.

Immigration specialists provides participant with an immigration worksheet via email. Participants must return the immigration worksheet ASAP so that ORISE can verify their immigration status and/or assist in the visa application process.

Name Trace Unsuccessful:
ORISE will rescind the appointment offer.

Immigration Status Approved:
Immigration specialist will update the participant's immigration information in Zintellect. The timing of the update is dependent on the type of immigration status.
- i.e. CPT status could be cleared shortly after they accept the appointment.
- A new J-1 cannot be cleared until after they arrive in the U.S.

Name Trace Successful:
ORISE updates the participant's ARS facility clearance information in Zintellect.

Works with participant and ARS PI/mentor to ensure that Zintellect onboarding contingencies, including ARS name trace success and immigration status approval, are complete and the participant's Zintellect status is "Ready to Start"

Start of Participant Appointment

Confirms arrival of participant at ARS host facility with the ORISE Contact through use of the Zintellect 'Certification of Start' notification, sent via email directly to the certifier listed on the Selection Form, often the mentor.

Upon arrival at the ARS host facility, host staff ensures that:
1. ARS 'Certifier' (on selection form) confirms FN arrival date with ORISE via Zintellect's 'Certification of Start' email notification;
2. Arrival date is entered in the FN portal ticket;
3. ARS staff submits fingerprints and completes the OF-206, via the AFMCSP (portal) (if not already completed prior to FN arrival);
4. FN receives proper orientation and required trainings;
5. FN receives a site badge and access to a computer, if fingerprints have cleared (otherwise, escort required);
6. Begins process for a LincPass badge clearance.

Manages the participants appointment, and works with ARS PI/Mentor and ARS administrative staff to support ARS PI/Mentor and the participant throughout the duration of the appointment period.