

Official Visitor's Agreement

Office of the Vice President for Agriculture,
Forestry, and Veterinary Medicine

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MISSISSIPPI STATE
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DAFVM

Guidelines for Visiting Scholars/ Scientists Appointments

- AOP 13.22: Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executive Appointments
 - 4 types of external appointments
 - Must have a written agreement in place
 - Not employees
 - Approval by Vice President
 - Appointment letter required
 - Notification of President required



Guidelines for Visiting Scholars/ Scientists Appointments

- Required written agreement (AOP 13.22)
- Protection of intellectual property rights
- Protection of confidential (proprietary) information that the visitor may receive or be exposed to during the visit
- Liability protection for MSU in the event of bodily injury or death of the visitor or for any wrongdoing by the visitor
- Completion of the federally required Restricted Party Screening before an offer or letter of invitation is issued
- Documents any export control issues



MSU Internal Routing Process

Department prepares OVA packet.

Dean/Director's Office

VPDAFVM

Office of Research Security

Office of International Services

Department

Scholar



Documents Required

- DAFVM OVA packet checklist (**NEW!!**)
- Official Visitor Agreement (OVA)
 - Required Attachment A (project description)
- Contract Cover Sheet
- DS-2019 Request Form w/ required attachments
- Letter of Invitation



Official Visitor's Agreement

- Who is the collaborating entity?
 - Employed vs. student
- What dates do I use?
 - Effective date
 - Term
- Who should sign?
- Attachment A?



Contract Cover Sheet

- OVA version (**New**)
- Fill-in completely
- Required signatures



DS-2019 Request for Exchange Visitor Certificate

- Curriculum vitae
 - Most current
 - English
- Financial Documents
 - Covert to U.S. Dollar



Letter of Invitation

- Template
- Departmental letterhead.
- Signatures



Addendum to OVA

- Attach a copy of the fully signed OVA
- Date range
- Departmental letterhead
- Signatures
- If prior to visitor's arrival, update letter of invitation



Departmental OVA Rep

- Who is the OVA Rep?
- Responsibilities?



Pointers

- Plan ahead
- Utilize the checklist
- Review workshop notes



DAFVM Resources

- <http://dafvm.msstate.edu/resources/forms/index.html>



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Questions??



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