Research/Visiting Scholar Guidelines

On payroll Research visitor’s (Post-Doc, Research Assistant/Associates) from Domestic and International Universities:

- Provide Kim Miller (kim.miller@wayne.edu) with email address of Research Scholar, a Background Check has to be processed.
- Provide Kim Miller (kim.miller@wayne.edu) a copy of the invite letter 3 months before Visiting Scholar’s arrival.
- Provide Kim Miller with scholar’s resume and 3 recommendation letters.
- Pre-Employment Paperwork with Kim/ get one card
- **Prior to working in the lab**, all Visiting Scholars must complete the CITI Program Safety training. [https://www.citiprogram.org/](https://www.citiprogram.org/) The certificate of completion must be e-mailed to Jackie Baldyga (jackie@chem.wayne.edu)
- Keys and building access will be issued to Visiting Scholars via e-mail notification to Jackie Baldyga. When keys are issued, a $10 fee must be paid prior to the Visiting Scholar receiving any keys, refundable upon return of all issued keys.

Self- Support visiting from Domestic University:

- Provide Kim Miller (kim.miller@wayne.edu) with email address of scholar, a Background Check has to be processed.
- Provide Kim Miller (kim.miller@wayne.edu) a copy of the invite letter 3 months before Visiting Scholar’s arrival.
- Must provide certificate of liability insurance (example attached) issued from their home institution that includes the following:
  - Lists Wayne State University and its Board of Governors named as an additional insured.
  - Certificate holder: Wayne State University
    Office of Risk Management
    5700 Cass Avenue
    Detroit, MI 48202
- **Prior to working in the lab**, all Visiting Scholars must complete the CITI Program Safety training. [https://www.citiprogram.org/](https://www.citiprogram.org/) The certificate of completion must be e-mailed to Jackie Baldyga (jackie@chem.wayne.edu)
- No building access will be granted to self-support visiting scholars. (WSU Policy)
- Keys to the lab will be issued to Visiting Scholars via e-mail notification to Jackie Baldyga. When keys are issued, a $10 fee must be paid prior to the Visiting Scholar receiving any keys, refundable upon return of all issued keys.
Self-Support visiting from International University:

- Provide Kim Miller (kim.miller@wayne.edu) with email address of scholar, a Background Check has to be processed.
- Provide Kim Miller (kim.miller@wayne.edu) a copy of the invite letter 3 months before Visiting Scholar’s arrival.
- Must provide certificate of liability insurance (example contact risk management) or letter with official university seal (example attached) issued from their home institution that includes the following:
  - Provides evidence of Commercial General Liability coverage
  - Workman’s compensation coverage
  - Identifies Wayne State University and its Board of Governors named as an additional insured.
- (If no such letter can be obtained a Release of liability and assumption of Risk letter can be drafted by WSU General Council for both parties to sign).
- Prior to working in the lab, all Visiting Scholars must complete the CITI Program Safety training. [https://www.citiprogram.org/](https://www.citiprogram.org/) The certificate of completion must be e-mailed to Jackie Baldyga (jackie@chem.wayne.edu)
- No building access will be granted to self-support visiting scholars.(WSU Policy)
- Keys to the lab will be issued to Visiting Scholars via e-mail notification to Jackie Baldyga. When keys are issued, a $10 fee must be paid prior to the Visiting Scholar receiving any keys, refundable upon return of all issued keys.