

Name: **Handbook for Visiting Faculty/Scholars/Students**

Origin:	Office of Research and Graduate Studies	Issuing Authority:	Office of Research and Graduate Studies
Responsibility:	Dean of Research, Teaching and Graduate Studies	Approved:	10/06/2013
Subject:	Handbook for Visiting Researchers	Authorized:	10/06/2013
Policy Number	CBU ORGS 06	Effective Date:	10/06/2013
Supersedes:	Not applicable	Revision Date(s): Next Review Date:	

Table of Contents

1. Overview 3

2. Office Space 3

3. CBU ID Card 3

4. Library Access 3

5. E-Mail / computer / wifi access 3

6. Parking 4

7. Bookstore 4

8. Mailroom 4

9. Print Shop 4

10. Research Policies 5

 10.1 Research Ethics Board / Animal Care Committee 5

 10.2 Disclosure of Research 5

11. Human Resources Policies 5

Checklist 6

Authorization Form 7

1. OVERVIEW

The purpose of this document is to provide orientation material for both visiting research researcher (faculty, scholars and students) and the CBU host faculty member. At the end of this document is an authorization form that must be signed by Hosting Faculty, School Dean and the Dean of Research & Graduate Studies. Note: While some of the information in this handbook is useful for individuals on short-term visits, the main purpose is for researchers who are visiting for a prolonged period that requires a more formal affiliation with CBU.

2. OFFICE SPACE

All CBU office space must be requested by the CBU host faculty member through his/her chair to the School Dean. As space is limited and highly sought after, this request should be filed well in advance. CBU cannot guarantee all visiting personnel a private space. In some case, only a shared space will be available. Normally, for short term visits of less than 1 month the practice is to find space in the lab or department of the host.

3. CBU IDENTIFICATION CARD

CBU identification (ID) cards are prepared by the Registrar's office (1st floor Marvin Harvey building). A visiting researcher can obtain a picture ID card for the length of her/his stay by presenting the completed form to the registrar's office staff. A picture ID should be obtained as soon as possible after arrival. It is to be presented to CBU officials and security if requested to confirm authorization to access facilities and resources on campus.

4. LIBRARY ACCESS

Library access can be obtained from the library circulation desk by presenting a copy of the signed authorization form and a CBU picture ID.

5. E-MAIL / COMPUTER / WIRELESS INTERNET ACCESS

Note that if the assigned office does not already have a computer, the faculty host may request one through the [evergreen research PC program](#). This request should be made as early as possible and ideally well in advance of the visiting researchers arrival. Computers are limited and CBU cannot guarantee a computer will be available to the visiting researcher under this program.

WIFI access and most computers logins require a valid CBU e-mail address and password. Obtaining a CBU e-mail account requires completion of a [form](#) that must be signed by the Dean of Research and Graduate Studies. This computer access form should be forwarded to the Office of Research & Graduate Studies at the same time as the attached authorization form. Guest access can be obtained from IT services for short-term visiting researchers.

The computer access form will be forwarded by ORGS to IT Services (1st floor Marvin Harvey Building) to obtain an email account. Please note that this may take a couple of days to process (especially during the beginning of each academic term). This request should be made as early as possible after the visiting researcher arrives on campus. IT will notify the researcher directly when the account is ready.

More information on accessing Wireless Internet (WIFI) and other IT policies can be found on the [IT Services page](#) of the CBU website

6. PARKING

Vehicles parked on CBU parking lots must display a valid parking pass at all times. This is enforced 24 hours/day. Daily passes (\$1) can be obtained from an automated machine located at the entrance to most parking lots. Passes valid for an academic term can be purchased from the bookstore.

Unauthorized vehicles parked in a reserved spot are subject to ticketing and towing.

7. BOOKSTORE

The CBU bookstore is located in the Campus Centre near the cafeteria. Parking passes, textbooks, CBU clothing and general office supplies can be purchased from the bookstore.

8. MAIL ROOM

The mailroom is located in the Campus Centre adjacent to the bookstore. Visiting researchers should notify the mailroom personnel as to where to direct their mail while on campus (usually mail can be placed in the faculty host's mailbox). Stamps can be purchased in the mail room and the convenience store.

9. PRINT SHOP

The CBU Print Shop is located in Campus Centre near the mailroom. The print shop provides high volume copies as well as other printing services. Low volume copies can be made at one of the coin operated copiers at various locations around campus. Departmental copies require a pass code and use of a departmental copier must be authorized by the faculty and is only for official uses.

10. RESEARCH POLICIES

Official CBU policies surrounding research can be found on the Office of Research & Graduate Studies [webpage](#). Questions on any of the policies should be directed to the Dean of Research & Graduate Studies.

10.1 Research Ethics Board / Animal Care Committee

All research conducted at CBU that involves human or animal subjects must be approved by the Research Ethics Board or Animal Care Committee, respectively. Procedures and policies can be found on the Office of Research & Graduate Studies [webpage](#).

10.2 Disclosure of Research

Visiting researchers are cautioned that for legal purposes they may not be considered to be CBU employees and as such any disclosure of research findings to a CBU researcher may be deemed a public disclosure. This may prohibit future patent or trademark protection of any research findings. Visiting researchers as well as faculty hosts are encouraged to consult the Industry Liaison Officer in the Office of Research and Graduate Studies to discuss signing a nondisclosure agreement (NDA) to protect research findings. This request should be made as early as possible after the visiting researcher arrives on campus as it may take a few days to get the required signatures to finalize the NDA.

11. HUMAN RESOURCES POLICIES

All visiting researchers are expected to follow all CBU Human Resources policies including the Human Rights Policy and Occupational Health and Safety policies and procedures. More information can be obtained on the HR [webpage](#).

CHECKLIST

- Authorization form
- CBU ID Card
- CBU e-mail account
- Parking pass
- Notify mail room personnel
- REB/ACC approval of research
- Nondisclosure agreement

AUTHORIZATION FORM

This form is to be used by visiting faculty, scholars or students to provide authorization to the appropriate CBU offices to gain access to facilities and resources. The form must be first signed by the CBU Faculty member who is hosting the scholar. The form then must be signed by the Dean of Research & Graduate Studies (or designate). A copy will be kept on file in the Office of Research & Graduate Studies.*

Visiting Faculty Scholar Student

Name: _____

Affiliated University/Institution: _____

Period visiting CBU: _____
Start Date (DD/MM/YY) End Date (DD/MM/YY)

Authorizing signatures:

Host faculty member:

Name: _____

Department: _____

Signature: _____

School Dean:

Name: _____

Signature: _____

Dean of Research & Graduate Studies

Signature: _____

* CBU staff: Questions concerning the validity of this form should be referred to the Office of Research & Graduate Studies. (Brenda LeLoup x1304)