UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Visiting Scholars/Fellows Policy

Purpose: To support the research and educational training of nurse scholars in accordance with all applicable University policies and regulations.

Eligibility: Nurses or scholars interested in the academic discipline of nursing who are seeking supplemental research, academic and/or clinical training under the mentorship of a College of Nursing faculty member are eligible to apply for visiting scholar/fellowship positions.

Fee: Candidates pursuing a visiting scholar position with the College of Nursing will be required to pay a fee of $300 per week or $5,000 per academic semester, plus any additional visa fees, if applicable. Funds received will be placed into a discretionary account for the CON faculty member hosting the scholar.

Application: Letters of intent from candidates must be submitted along with a letter of support from the designated College of Nursing primary mentor (host) to the Associate Dean for Research (ADR) for pre-approval by the Dean. These letters must designate the training goals and plans, proposed duration of training, sources of funding for the candidate, and proposed location for scholar training. It is anticipated that requests will be submitted a minimum of six months prior to the initiation of training.

Clinical: If candidates plan to observe patients, additional requirements, such as vaccinations, are required. The UK Observation and Learning Experience website (http://ukhealthcare.uky.edu/about/opportunities/observers/) details specific requirements.

College Resources: The College will typically provide scholars with designated faculty mentoring support, along with a shared office work space having the requisite equipment needed to support the training plan, including computer with high-speed internet connectivity and access to high speed printer/copier, as well as access to shared research space and resources (e.g., biostatistics and data management support). The CON will connect candidates with institutional resources available to support visiting scholars.

Financial Support: The College of Nursing does not typically provide financial support for visiting scholar training. Application materials are expected to identify committed sources of funding (e.g., training grants, faculty grant awards, endowment accounts, home institution) for all requisite training needs, including salary support, health insurance, training activities, travel and any other expenses associated with the candidate's training. It is important that scholars be informed that extramural sources of funding will be required to support all training and travel needs.. Any additional requests for supplemental scholar support should be submitted to the ADR and will be considered only if uncommitted funds are available.

Travel and Housing: Candidates must arrange and cover their own travel and are responsible for securing their own housing as well as for paying all related housing costs. For short visits (i.e., less than two months), the CON may be able to reserve on-

campus housing. On-campus housing expenses will need to be paid for by the candidate upon arrival to campus.

Application Review: Once the Dean has reviewed and approved the application, the Research Project Manager (PM) will serve as the departmental interface with Mark Invergo, J-1 Advisor, UK International Center (UKIC). The College will provide initial administrative support to potential candidates to ensure successful onboarding. (See Appendix for additional administrative support information.)

The host faculty member is expected to provide all requisite support needed for the time the scholar is at the College.

Appendix

Administrative support provided to international candidates (i.e., postdocs and visiting scholars) will be limited to the following services:

- Research project manager (PM) to work with candidate to complete the J-1 Candidate Information for Issuance of DS-2019 Certificate of Eligibility form. http://www.uky.edu/international/sites/www.uky.edu.international/files/Candidate%20Info%20Form%282013%29.pdf. PM to obtain candidate's CV and copy of the biographical page of the scholar's passport as well as each of accompanying dependent(s), if applicable.
- PM to share health insurance requirement with candidate. (Candidates are required to purchase insurance for themselves and their dependents after arrival on campus. See http://www.uky.edu/international/Health_Insurance_J1 for additional information.
- PM to work with Business Officer to obtain a JV account number for the initial J-1 processing fee. (This number will be noted on the DS-2019 Information Request for Exchange Visitor form.)
- Upon receipt of candidate's completed documents, PM to complete DS 2019 Information Request for Exchange Visitor form and obtain necessary signatures.
- PM to work with Business Officer to secure office space, key for office, furniture, computer and email account.
- PM to inquire with Ann Eads, UKIC, to ascertain if one of the International Center's 3 apartments (1 efficiency, 2 one bedrooms) is available.
- PM to share www.uky.edu/housing link with scholar and http://oooffcampushousing.uky.edu/
- Upon arrival to UK, PM to assist scholar with ID badge and library account. (Candidate must have badge in order to obtain library barcode.)
- PM to assist candidate with completion of UK Visiting Scholar Statement of Responsibility Form and will introduce candidate to Eugenia Kempster, head of Medical Center Library circulation. Ms. Kempster will process form and will provide library barcode sticker, which will be affixed to candidate's badge.
- PM to arrange attendance at check-in workshop at Office of International Student and Scholar Services (214 Bradley Hall) – w/in 2-3 days of start date
- Prior to candidate's departure, PM to obtain updated CV from the candidate, highlighting any presentations/publications/manuscripts in press as a result of the candidate's time at the College. The candidate will update PM and the host faculty member of any future College-related productivity.