

**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:** 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 CON account and will be used to cover indirects (e.g. office space, printing services) associated with 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 (<https://ukhealthcare.uky.edu/wellness-community/volunteer-observe/observation-learning-experience>) details specific requirements.

**Class Observation or Lecture:** If candidates plan to observe students, provide lecture(s) or otherwise be involved in any way in classroom settings, they are required to complete UK FERPA training.

**Research Activities:** If candidates plan to attend research team meetings, collaborate on research projects, or be involved in any other research activities, they are required to complete the CITI Human Subjects training or to provide evidence of having completed a comparable course and have this approved by the University IRB.

**College Resources:** The College will typically provide scholars with designated faculty mentoring support, along with a shared office workspace 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 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 and that they acknowledge this in the letter of intent.

**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 Coordinator of Human Resources will serve as the departmental interface with the 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:

- The host faculty member with whom the Visiting Scholar will be conducting research will be responsible to work with candidate to complete the J-1 Candidate Information for Issuance of DS-2019 Certificate of Eligibility form. Support for the process will be provided by the Office of Research Administrator. Information about the DS-2019 can be found at [https://international.uky.edu/isss/current-students/maintaining-visa-status#:~:text=Certificate%20of%20Eligibility%20\(1%2D20%20or%20DS%2D2019\).-Once%20accepted%2C%20a&text=The%20Certificate%20of%20eligibility%20should,will%20need%20to%20be%20issued.](https://international.uky.edu/isss/current-students/maintaining-visa-status#:~:text=Certificate%20of%20Eligibility%20(1%2D20%20or%20DS%2D2019).-Once%20accepted%2C%20a&text=The%20Certificate%20of%20eligibility%20should,will%20need%20to%20be%20issued.)
- The Office of Research Administrator will obtain the Visiting Scholar's CV and copy of the biographical page of the scholar's passport as well as each of accompanying dependent(s), if applicable.
- The Office of Research Administrator will work with the College of Nursing Business Office 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, the Office of Research Administrator will work with the Visiting Scholar to complete the DS 2019 Information Request for Exchange Visitor form and to obtain necessary signatures.
- The Office of Research Administrator will work with the Business Office to secure office space, key for office, furniture, computer and an email account.
- The Office of Research Administrator will inquire with the UKIC to ascertain if one of the International Center's 3 apartments (1 efficiency, 2 one bedrooms) is available. The Administrator will also share the [www.uky.edu/housing](http://www.uky.edu/housing) link with scholar.
- The Office of Research Administrator will share information regarding the health insurance requirement with the Visiting Scholar. (Scholars are required to purchase insurance for themselves and their dependents after arrival on campus. See [http://www.uky.edu/international/Health\\_Insurance\\_J1](http://www.uky.edu/international/Health_Insurance_J1) for additional information.)
- Upon arrival to UK, the host faculty member will assist the Visiting Scholar with obtaining an ID badge and library account. (Candidate must have badge in order to obtain library barcode.)
- The Office of Research Administrator will assist the Visiting Scholar with completion of UK Visiting Scholar Statement of Responsibility Form and will introduce candidate to the head of Medical Center Library circulation. The Library head will process the form and will provide library barcode sticker, which will be affixed to candidate's badge.
- The Office of Research Administrator will 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 the Visiting Scholar's departure, the host faculty member will obtain an updated CV from the Scholar, highlighting any presentations, publications, and/or manuscripts in press as a result of the candidate's time at the College and will provide the copy to the Office of Research Administrator. The candidate will update the host faculty member of any future College-related productivity.