**Samueli School of Engineering**

**Approved Phase 2 Faculty/Center Request for Research Visitors**

On September 4, 2020, Chancellor Howard Gillman issued a [Directive on Invited Guest/Visitor](https://chancellor.uci.edu/engagement/monthly-messages/2020/200915-september-update.php) that supersedes all UC/UCI policies. A “Guest” is defined as a non-UCI affiliated individual that is specifically invited to UCI controlled property on University-related business, such as a non-UCI research collaborator or volunteer, a visiting instructor, a meeting attendee/participant, or a speaker. A UCI Host may invite a Guest to UCI, but the UCI Host must obtain written approval for their invitation from their Designated Approver. *Guests do not include: Suppliers, vendors, contractors, etc. that are non-UCI affiliated coming onto UCI controlled property to perform University-related business that is a routine part of UCI operations.*

Samueli School of Engineering ***approved*** Phase 2 PIs/Centers may serve as a “UCI Host” for a “Guest” that is coming to UCI to do research collaboration. For this addition under your Phase 2 approval, please send this filled out form to Dr. Lori Greene, [legreene@uci.edu](mailto:legreene@uci.edu), who will manage the review and approval process. Please note that UCI EH&S has procedures prior to the pandemic for visitors that still need to be followed, especially related to visits in labs with chemicals and hazardous materials. This requires a signed waiver (pg. 9 on visitor program form, **attached**) that must be submitted to your department.

Faculty/PI Name and Associated Center (if applicable):

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Preferred Email

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1. The name(s), email(s), company/institution of the visitor(s). If any of the visitors are minors, please indicate it here.

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1. Please list the anticipated dates/times and the duration of the visit.

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1. Please list the location(s) that the visitor(s) are anticipated to visit.

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1. Please list the names of people in your research group/center who will be coming in contact with the visitor(s).

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1. Please describe the reason and the nature of the research for the visit.

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1. Please describe the additional safety precautions (e.g., wellness check, training, distancing, sanitizing) you will take as PI to ensure the safety of the visitor(s), your research group/center staff, and other UCI personnel.

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| *Required per Gilman’s directive:*  *Before entering UCI controlled property all Guests must:*  *a. Be familiar with and comply with applicable University policies and protocols including all UCI COVID-19 related Executive Directives, all applicable return to campus guidelines, and all relevant department/unit Risk Assessment, Protection & Monitoring Plans.*   * *It is the responsibility of the UCI Host to ensure Guests are informed of and comply with the above.*   *b. Call the Coronavirus Response Center (CRC), at 949 824-9918, each day and truthfully answer the questions posed by the CRC representative, including questions regarding the presence of COVID symptoms, and the name and email address of the UCI Host.* |