**Samueli School of Engineering**

**Approved Phase 3 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 3 PIs/Centers may serve as a “UCI Host” for a “Guest” that is coming to UCI to do research collaboration. You do not need approval for “Non-UCI research collaborators when collaborative activities cannot be performed remotely and must be performed face-to-face in the same research space,” per OR’s Phase 3 guidelines. For this addition under your Phase 3 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; please work with our 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. Or receive a UCI netID and go through the UCLC training.* |