



Scope of Work Form: Visiting International Scholar or Volunteer

Instructions: This form must be completed and submitted by a UALR faculty or staff member. Answer the following questions to the best of your knowledge, then submit the PDF to the research compliance officer.

Name of hosting faculty:

Name of visitor:

1. Provide a detailed description of the activities in which the visiting scholar or volunteer will engage for the duration of the program. To comply with federal export control requirements, note any specialized laboratory equipment that will be used.

2. Dates of proposed activity: _____ to _____

3. Hours per week the visitor or volunteer will work on proposed activity: _____

4. Location where visiting scholar will conduct research: _____

5. Is the proposed activity associated with an externally funded program? ☐ Yes ☐ No

If yes:

a) Source of external funding, title of funded program, award number, and date of award:

b) Description of the funded program:

6. Explain how the hosting faculty member will monitor the progress and welfare of the visitor to ensure that he or she obtains sufficient guidance to fulfill the objectives of the program.