

Visitors to NCI-Frederick Definitions and Requirements

12/9/03

Consultant		Contractor Visiting Scientist	
Definition	Individuals who are necessary to provide specialized knowledge or experience to advise operating contractors and Government program officials at NCI-Frederick. Consulting agreements are normally used when dealing with an individual who possesses expert knowledge not available at the NCI-Frederick and where compensation is for time actually worked on the assigned services. The consultant must be considered an independent contractor, not an employee, in accordance with IRS regulations. Please refer to P&P 700 for additional information.	Qualified scientists (must possess a Doctoral degree) who are hired by NCI-Frederick to perform a highly proficient level of professional research, service, and production work. Individuals are employees and are placed on the budget as an FTE.	
Forms Required	<ul style="list-style-type: none"> * Consultant Request Form (completed by Program Area) * Independent Contractor vs. Employee Questionnaire (coordinated by Program Area with Consultant) * Export Analysis Questionnaire (completed by Program Area) * Curriculum Vitae/Resume * W-9 Form or W-8BEN Form and Foreign National Information Form depending on residency status (completed by Consultant) * Consultant Agreement (completed by Consultant) * Basic Vendor Data Form (completed by Consultant) 	<ul style="list-style-type: none"> * Personnel Requisition and Justification Memo for Visiting Scientist (created by Program Area and forwarded to HR) * All employment documentation is required 	
Approval Required	NCI approval is required prior to finalization of agreement and work must not commence prior to obtaining this authorization	NCI approval is required - formal request letter is issued by HR	
OHS Requirement	OHS determines what is required for each consultant on a case-by-case basis. If the Consultant will be working in a laboratory, blood work will be required.	Pre-employment post-offer health assessment, blood work and drug screen are required.	
Badging Requirement (See P&P 657)	Unescorted visitor badge issued	Regular employee badge	
Visa Assistance	No assistance provided	Visa assistance is provided if needed	

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	Contractor Guest Researcher	Visitors to NCI-Frederick Facilities and Laboratories/Seminar Speakers
Definition	The NCI-Frederick finds it appropriate on occasion to add to its staff Guest Researchers who are not employees of the contractors of NCI-Frederick and are not paid. Examples: University faculty members on sabbatical leave; scientists visiting the NCI-Frederick for the purpose of demonstrating, or learning a new technique; and scientists on fellowships Please refer to P&P 327 for additional information.	Individuals who visit NCI-Frederick for the purpose of observing only and will not be performing any laboratory work. Individuals speaking or lecturing at a seminar or conference are also considered visitors. Please refer to P&P 309 for additional information.
Forms Required	<ul style="list-style-type: none"> * Justification for Guest Researcher, including curriculum vitae and cost requirements (i.e. hotel, per diem, subsistence allowance) (Justification generated by Program Area and forwarded to HR) * Report of Visitor Form (completed by Program Area) * Guest Researcher Assignment Form (Attachment 1 of Policy 327) (completed by Program Area) * Export Analysis Questionnaire (completed by Program Area) * W-9 Form or W-8BEN Form and Foreign National Information Form depending on residency status (completed by Guest Researcher) * Guest Researcher Agreement (signed by Guest Researcher) * Guest Researcher Intellectual Property Addendum (signed by Guest Researcher and funding source) * Statement of Publication Policy (signed by Guest Researcher) 	<ul style="list-style-type: none"> * Report of Visitor(s) Form - P&P 309 (completed by hosting Program Area and forwarded to Principal Investigator) * W-9 Form or W-8BEN Form and Foreign National Information Form depending on residency status (required for Seminar Speakers only)
Approval Required	NCI approval is required - formal request letter is issued by HR	Principal Investigator notifies NCI Contracting Officer after receiving the Report of Visitor(s) Form
OHS Requirement	OHS determines what is required for each Guest Researcher on a case-by-case basis. If the Guest Researcher will be working in a laboratory, blood work will be required.	There are no OHS requirements for Visitors or Seminar Speakers.
Badging Requirement (See P&P 657)	Unescorted visitor badge issued	Single day escorted visitor's badge issued
Visa Assistance	Visa assistance is provided if needed	Individual must have appropriate visa prior to visiting