

# JISAO Visitor Policy

September 14, 2017

## Purpose

JISAO is establishing a visitor program funded at approximately \$25,000 per year. The purpose is to promote scientific exchanges that strengthen existing collaborations, promote new collaborations, and/or offer opportunities for educating staff on new ideas. Visitors are expected to interact with JISAO scientists as well as with scientists in other units of the College of the Environment and/or NOAA research facilities and to present at least one public seminar on their research interests. Priority will be given to visitors that intend to interact with a broad research community at JISAO and its partners. In addition, JISAO scientists may request funding to visit other institutions to promote existing or initiate new collaborations

## Procedure

- Requests to support a visit should be made via email (preferably with a PDF document) to the Director or Associate Director of JISAO and to Colleen Marquist at least one month prior to the expected visit.
- For visits to JISAO, the request (1-2 pages) should provide a statement of the purpose of the visit including anticipated benefits, a brief CV of the visitor, expected activities (e. g., seminar or workshop), and estimated costs. The request must include a JISAO employee as sponsor or co-sponsor.
- For visits of JISAO staff to other institutions, the request (1-2 pages) should provide a statement of the purpose of the visit, reason(s) why the travel cannot be funded out of existing research funds, expected outcomes, and estimated costs.
- When funding visits are initiated primarily from organizations other than JISAO, preference will be given to requests for cost sharing.
- Decisions on support will be made by the Director and Associate Director of JISAO.