



**RESEARCH
UNIVERSITY
ALLIANCE**

researchexchange

PARTICIPANT GUIDE TO THE RESEARCH EXCHANGE



**For Faculty Hosts
& Participating
Students and
Postdoctoral Fellows**

Establishing the Research Exchange Connection



Responsibilities of the Visiting Students and Postdoctoral Fellows

1. Students or postdocs interested in participating in the Research Exchange first should apply to be matched with a researcher in their area of research at any of the participating Institutions by completing and submitting the request through the Research Exchange application portal.
2. Applications are accepted and reviewed throughout the year. Requests should be aimed for scheduling a visit within 3-6 months from your application submission.
3. Prior to submitting a request, students or postdocs may find it convenient to contact the researcher themselves to gauge their availability and interest in hosting a visitor. However, once a request is received by the Research Exchange, the home and host institutions will coordinate final approval for the visit with agreement from the host faculty/ researcher requested by the student or postdoc before beginning the scheduling process.
4. To assure a successful visit, it is imperative that there is continued communication between the host institution, student or postdoc, and the visiting student or postdoc's Research Exchange administrator.



1. The visiting student or postdoc is responsible for identifying a focus for the visit. The host will provide guidance and clarity, but the success of the visit is driven by the student's or postdoc's own goals, interests and objectives.
2. The visiting student or postdoc will communicate with the faculty host to determine who they will be meeting with during the visit (the faculty host, postdocs in the lab, peers etc.), when their research talk will take place, a general schedule for the visit, when and where meetings will take place, and the preferred method of communication.
3. Visiting students and postdocs are expected to follow the normal safety procedures of the host participating institution and will be required to comply with the rules, regulations, policies, and procedures of the host participating institution. Visiting students and postdocs will be honest and respect all ethical and conduct standards for engaging in research and scholarly activity. This includes compliance with all institutional and federal regulations for human subjects' and/or animal research as well as responsibility for copyright, permissions, plagiarism, etc.
4. Visiting students and postdocs will complete the program evaluation no later than two weeks after the initial visit is complete.

[LINK TO RUA RESEARCH PARTICIPANT CHECK-LIST](#)

Responsibilities of the Faculty Host

1. The faculty host will use their own skills and contacts, as well as the assistance of other faculty and department resources when possible, to ensure that the visiting student or postdoc has sufficient opportunity to become integrated on campus, make professional connections, and feel welcomed for their brief visit.
2. The faculty host will help cultivate the visiting student or postdoc's interaction with peers, faculty, and fellow scientists, by encouraging and inviting them to attend meetings, events, workshops, and other professional gatherings in the department, when appropriate, to network, present research, and build professional skills and knowledge.
3. The faculty host will maintain a relationship with the visiting student or postdoc that is based on trust and mutual respect. Open communication and expectations will be important to the success of the visit. If a faculty host knows they will be away, or the visiting student or postdoc will be primarily working with postdocs, students, or others in the lab or group, this will be clearly communicated to the student or postdoc in advance so they will know who will be primarily involved in the visit.
4. The faculty host will promote safe and ethical standards for conducting research and engaging in scholarly activity. Hosts will clearly define expectations for conduct within the lab, group, team, and department, and make themselves available to discuss safety, ethics, or professional conduct concerns if they arise.
5. The faculty host will commit to being a supportive colleague as the student or postdoc continues in their program and, if desired by both parties, continue an ongoing host or mentor relationship.
6. Faculty hosts will immediately notify the contact at their own university of any concerns or problems should they arise with the visit or with the student or visiting postdoc's well-being or conduct. The faculty member or the contact at the visited university should immediately report problems or concerns to the contact at the student's or postdoc's home campus – See campus contact list.
7. Institutional representative will provide a link to a post-visit evaluation that Faculty will take five minutes to complete and should be submitted within one week.

During the Visit

Depending on the length of the visit and policies of the host campus, there are a variety of activities the student or postdoc could participate in during the visit. These include, but are not limited, to:

1. Present research at existing departmental events, group, team, or lab functions, or by setting up another opportunity
2. 1:1 meetings with the faculty host, other faculty, postdocs in the lab, or peers in the department
3. Lab, group, and team meetings
4. Learn a new technique
5. Attend meals for professional discussions and networking with the faculty host or other members of the lab, group, or team
6. Attend professional and career development workshops on campus, such as workshops, seminars, lectures, panels, conferences etc.
7. Attend networking mixers or social events in the department or at the university

Campus Contacts

The individuals below will be your main point of contact during the visit. Faculty, students, and postdocs should please contact them with any questions or concerns related to the Research Exchange program or visits. They are also able to assist in identifying professional development opportunities and ways to get involved on campus outside of the lab.

CALIFORNIA INSTITUTE OF TECHNOLOGY

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