

# Research University Alliance Research Exchange Participant Check List

**Submit your application via the RUA website 3-6 months before desired visit dates.**  
**Tip: speak with your research advisors about your application and potential hosts**

**Allow 1- 3 weeks for your institution to determine eligibility & host approval. If approved, visit planning can begin.**

**Establish Goals:**  
Think about what you would like to accomplish & how you can achieve it; discuss with your advisors/mentors

**Contact resources for your visit:**  
The faculty host will work with you to find visit dates and ensure a productive visit.  
The RUA home campus contact will work with you throughout the planning process.  
The RUA visiting campus contact is a resource for you during your visit.

**1-2 months before your visit: draft visit schedule, make travel and lodging arrangements**

**Visit Schedule & Preparation:**

- 1) Connect with your faculty host (or their admins) to find visit dates and draft a visit schedule.
- 2) Speak to your faculty host about including the following in your visit: research talks, meetings with graduate students & faculty, and visiting labs.
- 3) Ask your faculty host about any research/lab access policies.
- 4) Consider contacting student and/or postdoc groups of interest at the host campus for a meeting during your visit.

Tip: See a sample schedule for reference, [CLICK HERE](#)

**Travel & Lodging Arrangements:**  
Work with your home RUA campus contact(s) to make travel and lodging arrangements.  
Review all relevant home campus travel and reimbursement policies.

**Reporting Requirement:**  
Once the visit has been completed, please complete the evaluation forms (2 short forms); links will be provided by your home campus contact.

**Reimbursement:**  
submit your travel reimbursement documents as soon as possible after your visit. Allow 15-30 days from the time submitted for processing.

**Review the Research Exchange Participant Guide for more details! [CLICK HERE.](#)**