Research Ramp-Up Guidelines for Visitors Participating in Academic Activities

Columbia University routinely hosts visiting officers of research and visiting scholars/scientists ("academic visitors") who come for a short period of academic collaboration or independent research. These individuals may enable the pursuit of collaborative sponsored projects and other endeavors.

Under all circumstances, academic visitors must meet the requirements detailed in the Faculty Handbook and University visitor guidelines; have a valid visa sponsored by the University; have completed a valid I-9 if they are to be appointed; and follow any other applicable policies and regulations. **Academic visitors must be approved by the Provost’s Office before they can be appointed/designated.** During the second stage of the Research Ramp-up, academic visitors may be allowed on campus in situations where their presence is critical for research, subject to the following additional conditions:

- Academic visitors must be included in the host principal investigator’s ramp-up plan, approved by the department, school, institute, or center and by the dean and/or executive vice president, and included in all density calculations.

- Academic visitors must be appropriately prioritized and generally may not take priority over Columbia affiliates. If the presence of a visitor will block a Columbia affiliate from desired on-campus activity, the issue must be resolved by the relevant dean or executive vice president. Efforts should be made to accommodate the Columbia affiliate’s desired schedule, subject to an appropriate ramp-up plan.

- Academic visitors must complete the [Safe Research at Columbia](#) training. If the visitor is short-term and does not yet have a UNI, the visitor must be emailed a PDF of the training and directed to review it before coming to campus.

- Academic visitors must complete the [daily symptom self-check](#). In the event that the visitor does not yet have a UNI, the visitor must complete a [paper symptom self-check form](#) and provide the form to the principal investigator. The principal investigator must retain these completed forms for 21 days, confirm that the visitor has not developed symptoms and then destroy them.

- Academic visitors must get an initial gateway COVID-19 diagnostic test, like other affiliates, within 14 days before coming to campus.

- Academic visitors must abide by New York State’s quarantine restrictions for travelers arriving from states/countries with significant community spread of COVID-19. Visitors who have recently traveled from within one of the [designated states](#) with significant community spread may not come to campus until completing the requisite 14-day self-quarantine. Please visit the [New York Department of Health website](#) for more information on how to self-quarantine.

- Academic visitors must commit to the [Columbia Community Health Compact](#)

- These Guidelines will be updated as needed as circumstances change.