

UCAR NON-FINANCIAL SUPPORT VISITOR (V3) FORM INSTRUCTIONS

DEFINITION: Non-financial support visitors (V3) receive no financial support from UCAR. These visitors are not UCAR employees.

NOTES:

- For easier identification, please highlight any change/revision information on form before sending to HR. The highlight function works on the spreadsheet.
- Individuals participating in conferences, workshops, colloquia, seminars, tutorials, etc., are not considered "Visitors" under the V3 definition listed above, and will be handled through UCAR travel procedure 3-1-6.
- Do not include visa fees on this form.

PURPOSE: These instructions will assist you in completing the UCAR Non-Financial Support Visitor Form. This form must be completed for all new appointees, and revisions or extensions of current appointees. The majority of the form can be filled in using Excel and signatures may be required.

SECTION I: APPOINTEE DATA

Name (Last name, First name): Enter full name of the appointee. Please type or print legibly.

Gender: Indicate appointee's gender.

Dates of Appointment: Enter effective dates of:
Visit Dates: Original begin and end dates of visits
Amend Visit Date(s): Amend original visit date(s).
Revision Dates for other change types: Effective dates of changes other than the original effective dates. For example, effective date of a Host Division or UCAR Location change.

NCAR Strategic Goal Code: Enter the NCAR strategic goal code for the NCAR visitor that most closely matches the primary reason for the visit. Only one code may be selected per visit. These codes are abbreviations for the full NCAR strategic goals and priorities found in the NCAR Strategic Plan at <http://www.ncar.ucar.edu/>. The abbreviations as they relate to the strategic goals are as follows:

- 1 Science** - Improve understanding of the atmosphere, the Earth system, and the Sun.
- 2 Societal** - Increase societal resilience to weather, climate, and other atmospheric hazards.
- 3 Education & Diversity** - Cultivate a scientifically literate and engaged citizenry and a diverse and creative workforce.
- 4 Tools & Services** - Provide robust, accessible, and innovative information services and tools.

5 Observational Facilities - Provide world-class ground, airborne, and space-borne observational facilities and services.

This information will be used to provide statistical data about the NCAR Visitor Program.

Access Card Required?

Is an access card required for this appointee? If so, check "Yes" and complete the Card Access Form
(http://www.fin.ucar.edu/forms/HR/access_form/access_form.shtml)

Is this a Student Visitor?:

Please indicate whether this visitor falls within the Student Visitor category. UCAR Policy 2-2-3: UCAR may appoint students enrolled in a degree program to collaborate on a UCAR project and enrich their academic experience. The Lab or Program Director approves the terms and conditions of such appointments.

Home Institution Data:

Enter the full name of appointee's home institution, street address, city, state and country (if not US). This is mandatory for all appointees with a home institution. If unaffiliated, enter "Unaffiliated" for the Home Institution Name and enter the home address. UCAR/NCAR/UOP cannot be listed as a home institution.

Appointee's Work Location Data

Complete only if the appointee works outside of Boulder or outside of UCAR/NCAR/UOP facilities. (e.g., NOAA, CU)

UCAR Location Data:

Host Name: Enter host's name
Host Division(s)/Program(s): Indicate the primary division/program and lab responsible for this appointee. Additional fields are available for split appointments.
UCAR Location: Enter appointee's building location, room, and phone extension if appointee is at UCAR's Boulder facilities.
Visit Coordinator: Enter person completing this form and making arrangements.

SECTION II: APPROVAL SIGNATURES

Have the appropriate person sign the form.

SECTION III: DISTRIBUTION

Host distributes original copy to Human Resources. Human Resources distributes data as necessary to Today@UCAR, Mailroom, Reception, Switchboard.

SECTION IV: HUMAN RESOURCES USE ONLY

To be completed by HR department along with the section below Section IV.

11/01/07