

**POLICY AND PROCEDURE  
NCI-FREDERICK**

**Policy No. 327**

**Original Issuance Date – June 17, 2002**

**Revision # 1 – August 2009**

**CONTRACTOR GUEST RESEARCHERS**

**A. PURPOSE AND BACKGROUND**

It is the policy of NCI-Frederick contractors to occasionally extend invitations to Guest Researchers who are not employees. Examples of such situations are: university faculty members on sabbatical leave; scientists visiting to demonstrate or learn a new technique; students enrolled in a graduate level educational institution; and scientists on fellowships.

**B. SCOPE**

The policy applies to all Contractor Guest Researchers who work at NCI-Frederick and NCI-Frederick off-site facilities.

**C. DEFINITIONS**

**Guest Researcher:** Individual who is not employed at NCI-Frederick and has been approved through this policy to visit the workplace for a pre-determined period of time.

**D. PROCEDURES**

Guest Researchers covered by this policy and procedure will not be compensated by NCI-Frederick contractors, but will receive emergency medical treatment and consultation to the same extent as provided to visitors.

Guest Researchers shall:

1. Comply with safety regulations that may be promulgated in the *NCI-Frederick Safety Manual*
2. Conform to current policies and procedures
3. Adhere to the rules and regulations prescribed by the authorities of Fort Detrick and the National Cancer Institute
4. Provide evidence of worker's compensation insurance or be otherwise covered by comparable medical insurance
5. Be evaluated by Occupational Health Services to review health and physical conditions
6. Be required to provide a small blood sample upon arrival and departure as a condition of the appointment
7. Comply with intellectual property provisions of the NCI-Frederick contractor for whom they are providing support, which includes having Guest Researchers and their funding sources sign Intellectual Property and Publication Agreements specific to each contractor
8. Process in with the requesting contractor's human resources representative and complete the termination check-out procedure upon departure
9. Sign a Guest Researcher Agreement, indicating that the Guest Researcher has received a copy of this policy and procedure, understands its terms, and will conform to them (Attachment 1)

The requesting contractor's management will first request approval from the NCI Contracting Officer via the Report of Visitor(s) online request system located at [www.ncifcrf.gov/requests/visitors.asp](http://www.ncifcrf.gov/requests/visitors.asp) (see Policy and Procedure 723: Access and Identification for Visitors to NCI-Frederick).

Proposals for bringing in a Guest Researcher will be initiated by the requesting contractor's management in a letter to the contractor's human resources representative, which must be approved by the NCI Contracting Officer and Contracting Officer's Technical Representative (COTR). A copy of the Report of Visitor Form will accompany the letter, which is to include the following:

- The name of the Guest Researcher and the expected duration of his or her affiliation with the NCI-Frederick contractor
- A brief statement of the objectives of the Guest Researcher's proposed activities and the benefit of the appointment to NCI-Frederick
- The organizational element within which the Guest Researcher will work and the name of the contractor employee who will act as supervisor
- Identification of appropriate insurance coverage (as applicable) by the Guest Researcher
- An estimate of the materials and supplies, travel, and new capital equipment that will be required for the Guest Researcher, and the project to which such items will be charged
- Enclosures: Curriculum vitae of the proposed Guest Researcher

#### **E. RESPONSIBILITIES**

##### NCI-Frederick Contractors

It is the responsibility of each contractor and their designated representative to provide appropriate responses in accordance with policy.

#### **F. REFERENCES**

Policy and Procedure 723: Access and Identification for Visitors to NCI-Frederick

**ATTACHMENT 1  
POLICY AND PROCEDURE #327  
GUEST RESEARCHERS**

**GUEST RESEARCHER AGREEMENT**

I have read Policy and Procedure Number 327, entitled Contractor Guest Researchers, and agree to conform to all terms therein, including those contained within NCI-Frederick safety regulations and policies and procedures, including public information and the review and publication of manuscripts, and will abide by all the rules and regulations prescribed by the authorities of Fort Detrick and the National Cancer Institute. I am aware that I will not receive compensation for work performed, but will receive medical treatment and consultation to the same extent as provided to all NCI-Frederick visitors.

As a Guest Researcher, I agree not to disclose any portion of the proprietary/confidential information garnered while at NCI-Frederick without the prior written permission from the contractor and NCI-Frederick, and will use reasonable care to maintain the confidentiality of the proprietary/confidential information. Proprietary information and confidential information includes, but is not limited to:

Unpublished data, research results, theories, drawings and figures or visual depictions of research data or results, regardless of format; products or process information; unpublished technical information; pending patent material; other sensitive information such as confidentiality agreements, cooperative research and development agreements (CRADAs), material transfer agreements; computer codes/programs; internal reports or other work products such as notebooks, charts, notes of your own, and file material; business practices, such as contract pricing, overhead rates, pay scales and negotiation positions; financial information; and personnel information.

**UNDERSTOOD AND ACCEPTED BY:**

Guest Researcher:

Witness:

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Mailing Address:

---