



## Honorary Scholar Supervision Form

This document outlines the roles and responsibilities of the hosting staff/faculty member (PI) for an honorary visiting scholar on UW-Madison's J-1 exchange program. Misrepresentation or failure to adhere to the objectives outlined below may result in termination of the J-1 program and impact a PI's ability to sponsor future exchange visitors. IFSS will not issue the DS-2019 until this form has been completed.

### Responsibilities of the PI:

- Collaborate with the J-1 exchange visitor on a research project or area in which you are currently involved. Ensure that the scholar does not engage in independent research.
- Meet with the exchange visitor regularly to offer guidance, check progress and ensure the program activities align with the agreed-upon purpose of the appointment.
- Inform IFSS and the host department HR admin of any changes to the J-1 exchange visitor's appointment. (*Funding, work location, remote work, changing of projects etc.*)
- Inform IFSS if any [reportable incidents](#) occur.
- Ensure that the exchange visitor does not begin work before their official start date, even if they entered the U.S. early.
- Confirm that the exchange visitor is working from Madison and is adhering to the no more than 40% remote work limit set by federal regulations.
- Supervision of the exchange visitor and their program objectives is required for the duration of the J-1's program. PI's should not be on extended leaves (sabbaticals, maternity leave etc.) while hosting an exchange visitor. Collaboration must continue even during University breaks, such as summer or winter holiday.

Please describe the appointment objectives of the visiting scholar and how these objectives relate to your current research project/area (*i.e specific grants or current projects*). Clearly state how the visiting scholar's program will be a benefit to UW-Madison. (See back for example).

\_\_\_\_\_  
Signature of PI

\_\_\_\_\_  
Date

*By signing and dating above, you agree that you have read and understood your responsibilities of hosting a J-1 scholar. Failure to comply with the above may result in the termination of the exchange visitor's program and impact your ability to host exchange visitors in the future.*



Appointment objective statements are at the discretion of IFSS. If a statement lacks clarity or sufficient detail, we will require revisions before proceeding with processing the DS-2019.

## Example Objective Statement:

[**Scholar Name**]'s appointment is designed to contribute directly to my research on [**topic**] (*developing advanced membranes for the removal of per- and polyfluoroalkyl substances (PFAS) from drinking water*), a project funded by [**specific grant or funding agency**]. Their current role at [**X University, company, etc.**] has given them expertise in [**specific area**], (*e.g., polymer synthesis*) which will be instrumental in [**project goal**] (*accelerating our efforts to design and optimize high-performance filtration systems*)

During their program, the visiting scholar will:

- [**Specific Appointment Goals**]
  - *Perform experimental testing and validation of membrane performance, including permeability, selectivity, and long-term stability assessments.*
  - *Collaborate with graduate students and researchers to integrate machine learning techniques with experimental data for improved material discovery.*
  - *Develop and refine data-driven approaches for screening potential membrane candidates, expediting the discovery of optimal materials.*

By contributing their specialized skills, the visiting scholar will [**benefits to UW-Madison**] (*enhance our research productivity, provide valuable mentorship to students, and strengthen the University's leadership in water purification technologies*). This collaboration is expected to [**outcomes of collaboration**] (*yield significant advancements in the design of sustainable and efficient filtration systems, ultimately benefiting public health and environmental protection.*)

## Example Statements that would NOT be accepted:

- “Scholar will come to collaborate with me on X project.”
- “Scholars will be conducting research to assist in writing their book about X.”
- “Scholar will have access to University facilities to add to their research about X and build connections with faculty and students.”
- “Scholar will come to contribute on my project about X. Their assistance and collaboration will help advance the projects objectives.”