



Faculty of Arts and Sciences Research and Academic Exchange for Late-Stage Graduate Students and Postdocs Participant Guide for Faculty Hosts and Visitors

Establishing the Research Visit Connection

1. Late-stage doctoral students or postdoctoral scholars interested in participating in a Research Visit first should apply to be matched with a researcher or faculty member in their area of research in any division of Harvard FAS by completing and submitting an [application](#). Applicants, particularly from STEM areas, are encouraged to use the [Postdoc Portal](#) to help in their search.
2. Applications are accepted twice per year. Please check the [webpage](#) for current application deadlines. Once you have applied, you can expect to hear from us within a few weeks.
3. Prior to submitting an application, prospective applicants may want to contact the Harvard researcher or faculty member to gauge their availability and interest in hosting a visitor. However, once the application is received by the Research Visit team, Harvard will coordinate final approval for the visit with agreement from the requested faculty host before beginning the scheduling process.
4. Continued communication is key: the visiting student or postdoc, the Harvard faculty host, and the Research Visit Program Manager must collaborate early and often to ensure a successful visit.

Responsibilities of the Visiting Doctoral Students and Postdoctoral Scholars

1. The visitor is responsible for identifying the focus of the visit. Harvard will provide guidance and clarity, but the success of the visit is driven by the visitor's goals, interests, and objectives.
2. The visitor will establish a preferred communication method with their Harvard faculty host and work with them to determine:
 - Who they will meet during the visit (the host, postdocs in the lab, peers, scholars, etc.),
 - When their research talk will take place,
 - When and where meetings will take place, and
 - What the general schedule for the visit will be.
3. The visitor is expected to follow all of Harvard University's safety procedures and will be required to comply with Harvard's rules, regulations, policies, and procedures. Visitors will be honest and respect

all ethical and conduct standards for engaging in research and scholarly activity, including all institutional and federal regulations for human subjects and/or animal research as well as responsibility for copyright, permissions, plagiarism, etc.

4. Visitors will be sent a link to a program evaluation that should be completed within two weeks of the visit's conclusion.

Responsibilities of the Harvard Faculty Host

1. The Harvard faculty host will use their own skills and contacts, as well as the assistance of other faculty and department resources when possible, to ensure that the visitor has sufficient opportunity to become integrated on campus, make professional connections, and feel welcomed for their visit.
2. The Harvard faculty host will help to cultivate the visitor's interactions with peers, faculty, and other researchers and scholars, by encouraging and inviting them to attend meetings, events, workshops, and other professional gatherings in the department to network; present research, scholarship, or ongoing work; and build professional skills and knowledge.
3. The Harvard faculty host will maintain a relationship with the visitor that is based on trust and mutual respect. Open communication and expectations will be important to the success of the visit. If a Harvard faculty host knows they will be away, or the visitor will be primarily working with postdocs or others in the lab or group, this will be clearly communicated to the visitor in advance so they know who will be involved in the visit.
4. The Harvard faculty host will promote safe and ethical standards for conducting research and engaging in scholarly activity. Hosts will clearly define expectations for conduct within the lab, group, team, or department, and make themselves available to discuss safety, ethics, or professional conduct concerns if they arise.
5. The Harvard faculty host will commit to being a supportive colleague as the visitor continues their program and, if desired by both parties, continue an ongoing host or mentor relationship.
6. Harvard faculty hosts will immediately notify Katie Fleming, Program Manager, at kate_fleming@fas.harvard.edu of any concerns or challenges, should they arise with the visit or with the visitor's well-being or conduct.
7. The Harvard faculty host will be sent a link to a post-visit evaluation that will take five minutes to complete and should be submitted within one week.

During the Visit

Depending on the length of the visit and the policies of the host department, there are a variety of activities in which the visitor could participate during their stay. These include, but are not limited to:

1. Present their work at existing departmental events, group, team, or lab functions, or by setting up another presentation opportunity
2. Meet 1:1 with the Harvard faculty host, other faculty, postdocs in the lab, or peers in the department
3. Lab, group, team, and department meetings (with the exception of faculty meetings)
4. Learn a new technique or benefit from library resources or museum collections
5. Attend meals for professional discussions and networking with the Harvard faculty host or other members of the lab, group, team, or department
6. Attend professional and career development workshops on campus, such as seminars, lectures, panels, or conferences
7. Attend networking mixers or social events in the host department or elsewhere at Harvard

Helpful Links

Please consult the following resources as you work on your application and start to plan your stay.

- The [FAS Research and Academic Exchange Webpage](#) contains links to everything you need, including where to stay near campus, a sample schedule, and all the materials referenced in this guide.
- The [Postdoc Portal](#) might help you connect with a potential faculty host.
- The [Participant Timeline](#) lists all the steps visitors should take to ensure a successful visit, from pre-application communications all the way through post-visit feedback.
- We suggest you preview the [application](#) to be sure you prepare all the necessary materials.
- This [detailed map of campus](#) can help with planning.
- Email Katie Fleming, Program Manager, at kate_fleming@fas.harvard.edu, with any questions.