
Sent: Thursday, September 12, 2013 3:00 PM
To: ADMIN-MEMOS@LISTSERV.UGA.EDU
Subject: Revised Process for Requesting UGAIDs for Visiting Researchers/Scholars

TO: Vice Presidents, Deans, Department Heads and Directors

FROM: David Lee, Vice President for Research
Kavita Pandit, Associate Provost for International Education

RE: Revised Process for Requesting UGAIDs for Visiting Researchers/Scholars

(Please disseminate to your faculty and staff.)

In March 2013, the Office of the Vice President for Research and the Office of International Education together with EITS implemented a process for obtaining a UGAID for visiting researchers and scholars. This process required each unit's HR representative to apply for access to the Visiting Scholar IDM system and then to apply for a UGAID for each visiting researcher through this system.

In order to streamline this process, thereby minimizing the number of people having to access the Visiting Scholar IDM system, OVPR will centralize the ID request portion of the Visiting Researcher workflow. This change is effective immediately. Individual unit HR representatives will now provide information about the visitor to the OVPR Coordinator, who will obtain and return the UGAID. The instructions to request a UGAID for a visiting researcher/scholar have been updated and can be found on the OVPR website: <http://ovpr.uga.edu/visiting/> (select the "Planning: UGA IDS, MyIDs and Personal Services Support tab).

We are grateful to Bob Scott and Jane Gatewood for their efforts in developing and refining this process and to Jessica Hawks for helping implement it.

Questions regarding a UGAID request can be directed to the OVPR Coordinator, Jessica Hawks (jhawks@uga.edu).

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uga.edu.