

SHOULD WE HOST THIS RESEARCHER?

A 2-minute check before committing host time, facilities, and institutional effort.

Visitor: _____ Home institution: _____ Duration: _____ Host/unit: _____

7 QUESTIONS	YES	PARTLY	NO
1. Is there a compelling academic reason for this visitor to be here? What will they uniquely do, learn, access, or contribute here?	☐	☐	☐
2. Is there a real host with time and interest? A named host understands the purpose, has agreed a realistic meeting rhythm, and can support the visit.	☐	☐	☐
3. Do host and visitor agree what success means? 2-3 realistic outcomes, responsibilities, boundaries, expected contribution, and likely outputs are clear.	☐	☐	☐
4. Can we make the visitor operational quickly? Workspace, IT, building/lab/library/data access, ethics/safety, software, and IP/confidentiality are planned before arrival.	☐	☐	☐
5. Can we integrate the visitor into the intellectual life of the unit? Who will introduce them, and which seminars, meetings, lunches, or recurring activities can they join?	☐	☐	☐
6. Is the likely value worth the host and institutional effort? Consider host time, facilities, and administration versus expertise, collaboration, outputs, grants, network, or future ties.	☐	☐	☐
7. Do we have a plan for problems, departure, and continuation? Who acts if hosting or project problems arise, and how will useful collaboration continue afterward?	☐	☐	☐

DECISION RULE

A NO on academic purpose, real host availability, essential conditions, or mutual value should stop acceptance until resolved.

GO

Clear value; no critical NO.

REVISE FIRST

Promising, but fix weak points.

DO NOT COMMIT YET

A critical issue remains.

Conditions / reasons: _____

DON'T JUST FUND A RESEARCH VISIT. DESIGN IT TO SUCCEED.

Seven questions. Two minutes.
Before months of time and thousands in cost.