

## International Scholar Request for Permission to Work Remotely

Please provide the information below and submit this form and attachments to the Department Chair after obtaining signatory approval by all relevant parties. The maximum period of approval is 6 months without a renewal application. For TA-funded scholars, the time period should be on a semester or summer basis.

### A. Plan of Work (maximum 2 pages)

Explicitly include tasks and milestones, timeline and requested duration (including information on the possible need for future renewals), and a list of ways the work will be assessed (such as research progress reports and deliverables, course grades and progress toward meeting degree requirements, TA performance using the standard department rubric).

### B. Names of Relevant Approving Personnel

Research Advisor: \_\_\_\_\_

Research Grant PI (if different): \_\_\_\_\_

Pre-candidacy Advisor: \_\_\_\_\_

Director of Graduate Studies: \_\_\_\_\_

Director of Undergraduate Laboratories & Teaching Personnel: \_\_\_\_\_

Supervising Course Instructor(s): \_\_\_\_\_

Note: If other junior researchers and/or TAs will be affected by this plan, they should be consulted and the plan adapted to ensure their agreement. The signatures of the Research Advisor and Director of Undergraduate Laboratories & Teaching Personnel above will be taken to confirm that this consultation/agreement has occurred.