

## **Florida State University Policy 3-100 Visiting Scholar/Researcher Policy excerpt:**

### **II E 1 Bench Fees from Visiting Scholars**

Bench fee payments from visiting scholar/researcher courtesy appointees are not required at FSU. Some visiting scholars to FSU may have bench fee funds available to help offset the costs of hosting them at FSU and the costs of their specific research activities and may offer bench fees. Host units may also decide to require bench fees from visiting scholars.

These bench fee funds can be used to offset the costs of hosting the visiting scholar/researcher, including expenditures on materials, lab or facilities time, conference travel, or faculty and staff time.

FSU requires clear records of the source of bench fee funds, the amount of bench fee funds, any agreements made in conjunction with bench fees, and the use of bench payment fees by host units.

If bench fees are to be requested from or accepted from a visiting scholar, this must be indicated in the appropriate forms.

Any request for or agreement about bench fees must also be included in the letter of invitation to the visiting scholar.

If a request for bench fees to the visiting scholar changes after the university request to invite form has been approved, a new "Request to Invite" form must be completed and approved with up-to-date and accurate information.

Under federal regulations, any new requirements or requests that visiting scholars provide bench fees cannot be made after the visiting scholar pays any federal visa fees.

Any bench fees payment will go into an appropriate account with the FSU Foundation, as outlined in the acknowledgement on the signature page of the "Request to Invite" form.

Any payments received must be processed as "non-gifts" through the FSU Foundation. The FSU Foundation policies and procedures on "non-gift"

deposits must be followed. These policies and procedures are available at: <https://foundation.fsu.edu/forms-and-resources>.

Host faculty members/the Office of Research/FSU Foundation should also report any money received from foreign entities to appropriate university offices, as required by federal regulations on Foreign Gifts and Contracts.

If bench fee funds are to be accepted, appropriate forms and reporting are to be completed as outlined in the "Visiting Scholars Appointment Procedures" memo.

The "Visiting Scholars/Researchers: Bench Fees Payment Memo" must be completed within 30 days of the scholar's arrival by the host faculty member and sent to the Chair/Director of host academic unit, and the Dean of the college or unit for approval and signature. The "Visiting Scholars/Researchers: Bench Fees Payment Memo" needs to be kept on file by the host faculty member and host department as would be the case with other financial records.