**REQUEST TO INVITE FORM (RTI form)**

Hosts & Administrators please see the following web page: **Visitors & Embedded Researchers** <https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/visitors-embedded-researchers>

**The process is as follows:**

* Parts 1 and 2 to be completed by Visitor
* The Academic Host/PI completes the remainder of the form and emails this form, with the CV, to the Divisional Administrator
* The Divisional Administrator liaises with Head of Division to request approval and a job number for admin fee
* The Divisional Administrator forwards the form & up-to date CV & passport copy (and letter from Student’s home institution as appropriate) to [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk)
  + Please allow minimum 2 weeks to process the RTI form
  + Make sure the RTI form is fully completed and signed/approved by the Head of the Division before forwarding if to the HR Office (Research Staff and Visitors) to avoid any delays in processing it
  + Make sure that the CV is up-to date (including current study/employment details/fellowship)
* The Administrator for Visitors sends it for approval to the HR Manager/Departmental Head of HR
* The HR Manager/Departmental Head of HR gives approval
* The Administrator for Visitors emails the Divisional Administrator all appropriate templates to write an Invitation Letter, Visa letter and other appropriate forms
* The Divisional Administrator sends a copy of the Invitation Letter to the HR Office (Research Staff and Visitors)
* The Divisional Administrator sends completed bench fee invoice request form upon visitor arrival to [finance-office@eng.cam.ac.uk](mailto:finance-office@eng.cam.ac.uk) with a copy to [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk)
* The Host, the Administrator, or the Visitor makes an appointment to register the visitor in the HR Office (Research Staff and Visitors) emailing [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk)
* Please note that the visitor will not have access to the IT accounts or an access card until registered with the HR Office (Research Staff and Visitors)

**ATAS requirements:**

* From May 2021, relevant international researchers (students including) must obtain an Academic Technology Approval Scheme (ATAS) certificate before they can undertake any research in the UK
  + Where ATAS is required, visit cannot commence (eg visitor cannot register and start visit) prior to visitor receiving their ATAS certificate
  + Due to the uncertainty around ATAS approval and processing timeframes, we do not recommend the visitor travels/makes travel arrangements prior to receiving ATAS certificate
* The ATAS requirement only applies to certain nationalities (regardless of length of visit)
* Check if the visitor needs an ATAS here:

[Academic Technology Approval Scheme (ATAS) | Human Resources (cam.ac.uk)](https://www.hr.admin.cam.ac.uk/academic-technology-approval-scheme-atas)

* More information about ATAS here:

Academic Technology Approval Scheme (ATAS) - GOV.UK (www.gov.uk)

* We will contact the Divisional Administrator if ATAS is required for the visitor/ if applicable for visitor

**Visiting Students:**

* All students must provide a letter from their home institution:
  + confirming the start and end date of their studies at home institution/university
  + confirming that their visit at our Department is related to their studies at their home institution/university (if applicable)
  + If the visit is not related to their studies – please inform Research Office when submitting the RTI form

**Visitors with fixed term contract/funding limited/research post**

* If visitor’s position at home institution is research/fixed term/funding limited position/contract/fellowship at home institution, we would ask to confirm end date of the position on the RTI form

**Visitors for up to 2 weeks**

* Day visitors may be signed in daily at reception for a period of no longer than two weeks
* Day visitors should be accompanied at all times whilst in the Department
* The admin fee will not be levied on day visitors
* The Visitor will not have an access card and will not have an IT access

**Admin fee:**

* Separate to any bench fees, a £200 administration fee is charged to the academic host for each visitor request that is approved unless the visitor is already a member of staff or a student in the University of Cambridge.
* The admin fee is a cost to the host/PI (and not something to be recovered from the visitor).
* Any costs the visitor incurs to the host/PI during the visiting period should be recovered through a bench fee.

**To request permission for a Visitor or an Embedded Researcher to join the Department please complete form below:**

**To request**

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| **Please note:**  Emeritus staff should omit Sections 2 and 4  Visitors from other Cambridge University Departments should omit Sections 4 and 6 |

**REQUEST TO INVITE FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| **Academic Host / PI** | |  | | | CRSid |  |
| **Head of Division** | |  | | | | |
| **Division** |  | | **Research Group** |  | | |
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| **1. DETAILS OF THE VISITOR / EMBEDDED RESEARCHER**  (Parts 1 and 2 to be completed by Visitor)  For more information about how we handle your personal information, and your rights under data protection legislation, please see: <https://www.information-compliance.admin.cam.ac.uk/data-protection/staff-data> | | | | | | | | | | | | |
| **Status** (tick or highlight one)  (Please see Page 6 for description of Visitor titles and bench fee guidance) | | | | Visiting Undergraduate Student | | | | | |  | | |
| Visiting Graduate Student | | | | | |  | | |
| Visiting Research Fellow | | | | | |  | | |
| Visiting Academic Fellow | | | | | |  | | |
| Visiting Industrial Fellow | | | | | |  | | |
| Visiting Business Fellow | | | | | |  | | |
| College Research Fellow | | | | | |  | | |
| Embedded Researcher | | | | | |  | | |
| IFM Engage - Embedded Staff | | | | | |  | | |
| Emeritus Staff | | | | | |  | | |
| Visiting Fellow | | | | | |  | | |
| Facility User | | | | | |  | | |
| Visitor | | | | | |  | | |
| Internal admin staff (library, admin,….) | | | | | |  | | |
| **Title** (e.g. Mr, Miss, Dr) | | | | | | |  | | | | | |
| **Forenames** (exactly as they appear in passport) | | | | | | |  | | | | | |
| **Preferred Name** | | | | | | |  | | | | | |
| **Surname/Family name** (exactly as it appears in passport) | | | | | | |  | | | | | |
| **Date of Birth** | dd/mm/yyyy | | | | | | **Gender** | | | |  | |
| **Nationality** |  | | | | | | **Passport No.** | | | |  | |
| **Current UK visa holder?**  (tick or highlight one) | **YES** | | | |  | | **If yes – type of visa** | | | |  | |
| **NO** | | | |  | |
| **Current home address**  (not Department address) | | |  | | | | | | | | | |
| **Current email address** | | |  | | | | | | | | | |
| **Current telephone number** | | |  | | | | | | | | | |
| **Visitor’s Emergency contact** (their name, telephone number and relationship to the visitor) | | |  | | | | | | | | | |
| **Residential address while in Cambridge**  (not Department address) | | |  | | | | | | | | | |
| **For overseas visitors**  **Confirmation of medical insurance or financial assurance as to payment of medical expenses** | | |  | | | | | | | | | |
| **Has the Visitor ever had a Cambridge University email address?**  If yes, what was the user ID? | | |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **2. DETAILS OF HOME INSTITUTION** | | | | | | | | | | | | |
| **Name of home institution/ employer or university to which the visitor will return** | | |  | | | | | | | | | |
| **Visitor’s position at home institution** | | |  | | | | | | | | | |
| **If research/fixed term/ funding limited position/contract/fellowship at home institution** | | | Confirm end date of your contract: | | | | | |  | | | |
| **For Students** The qualification you are studying for | | |  | | | | | | | | | |
| **Start date of your course:** | | mm/yyyy | | | | | | **End date of your course:** | | | | mm/yyyy |
| **For Students**  Is your visit in Cambridge related to your studies at your home institution/university?  (state yes or no) | | | | | | | |  | | | | |
| All students must provide a letter from their home institution/university:   * confirming the start and end date of their studies at home institution/university * confirming that their visit at our Department is related to their studies at home institution/university(if applicable) | | | | | | | | | | | | |
| **Details of contact at home institution/employer**    (eg authorised signatory, head of institution, line manager or supervisor of visitor) | | | **Name** | | |  | | | | | | |
| **Title** (e.g. Mr, Dr) | | |  | | | | | | |
| **Position** | | |  | | | | | | |
| **Institution**  **Address** | | |  | | | | | | |
| **Email address** | | |  | | | | | | |

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| **3. VISIT DETAILS** | | | | | | | | | | | | |
| **Length of visit**  (12 months max) | | **Start date** | | | | dd/mm/yyyy | | **End date** | | | dd/mm/yyyy | |
| **Hours of access to Department**  (hours and days per week) | | | | |  | | | | | | | |
| **Intended Location in Department**/ **Place where activities will be carried out**  (using room numbers) | | | | |  | | | | | | | |
| **Outline of proposed research / teaching**  (repeated in any visa letters) | | | |  | | | | | | | | |
| **Short justification for hosting the visitor**  (defining value to Department) | | | | |  | | | | | | | |
|  | | | | |  | | | | | | | |
| **4. BENCH FEES** | | | | | | | | | | | | | |
| **Proposed bench fee**  Please note 20% VAT is payable unless the visitor is a student at their home institution  (see bench fee guidance on Page 6) | | | | | | | Per month | | | £ | |  | |
| Total/One off payment | | | £ | |  | |
| **Please Note:** the term ‘bench fee’ includes the use of desk space, office space and general facilities. It should not include the use of specialist facilities, which should be charged for separately. | | | | | | | | | | | | | |
| **Job Number nominated to receive**  **50% share of bench fee** | | | | | | |  | | | | | | |
| **Method of Payment**  (tick or highlight one) | | | In Person | | | | | |  | | | | |
| Invoice | | | | | |  | | | | |
| Internal Transfer | | | | | | Job number: | | | | |
| **Bench fee justification if reduced or waived** |  | | | | | | | | | | | | |
| **Divisional Administrators:**  Complete the Bench Fee Invoice Request form upon visitor arrival and send to [finance-office@eng.cam.ac.uk](mailto:finance-office@eng.cam.ac.uk) with a copy to [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk)  (Bench fee invoice request form on last page in this document) | | | | | | | | | | | | | |

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| **5. EXPENSES** (please tick or highlight) | | | |
| **Does the academic host / PI intend paying expenses for this visitor?** | YES | |  |
| NO | |  |
| **If YES, where will the expenses be charged to (NMZ…):** |  | | |
| **Has this source of funding been checked with the Engineering**  **Finance Office, as viable for the payment of expenses to this visitor?** | YES |  | |
| NO |  | |
| Please note that expenses are governed by the University of Cambridge Finance Division.  They regulate the maximum amount that can be paid, the time period for which they can be paid and what constitutes an eligible expense. Please refer to Expenses for Non-Employees at the following link:  <Http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/expenses/expenses/> | | | |

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| **6. VISITOR AGREEMENT** All Visitors are required to sign a Visitor Agreement | | |
| If the Visitor is working on a project funded by a University of Cambridge Research Grant, we will contact the Research Operations Office to draw up an Agreement in line with the grant or contract’s terms and conditions.  For all other Visitors, the Research Office will produce a standard Visitor Agreement with attached terms and conditions. Please see <http://www.admin.cam.ac.uk/offices/hr/policy/visitors/> | | |
| **Will the visitor be working on a project funded by a University of Cambridge Research Grant or grants?**  (tick or highlight) | YES | Give details (Title, Sponsor, RG Number): |
| NO |  |

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| --- | --- | --- |
| **7. HEAD OF DIVISION NOTE OF SUPPORT**  **AND SIGNATURE** |  | |
| **DATE:** |  | |
| **Job number nominated by Head of Division**  to pay admin fee (£200) and meet miscellaneous costs  (N/A for internal visitors) | |  |

# Visitors, embedded researcher, and bench fees

| **Description of visitor** | **Title of visitor** | **Bench fee guidance**  (excluding any specific charges for use of clean rooms, expensive consumables, etc.)  **Please note: 20% VAT is payable unless the visitor is a student at their home institution** |
| --- | --- | --- |
| Undergraduate student registered in:   * another department of the University of Cambridge * or another academic institution | Visiting undergraduate student | £500-1000 per month, but normally waived for students who are:   * registered at the University of Cambridge, or * from a university that regularly accepts our students as visitors without charge, or * on a high-quality scheme that the Department supports, or * visiting under the terms agreed in a research grant contract |
| Graduate student registered in:   * another department of the University of Cambridge * or another academic institution | Visiting graduate student |
| Postdoctoral researcher employed in:   * another department of the University of Cambridge * or another academic institution * or another non-commercial organisation engaged in research | Visiting research fellow | £1000 per month, although it may be reduced or waived if:   * there is a reciprocal arrangement with the visitor’s home department benefitting Department postdocs, or * the visitor status is covered within a research grant contract |
| Academic (i.e. professor, reader or lecturer) employed in:   * another department of the University of Cambridge * or another academic institution | Visiting academic fellow | £1000 per month, although it may be reduced or waived if:   * there is a clear academic benefit in the arrangement, or * the visitor’s host institution regularly gives free visitor status to our academics when they are on sabbatical, or * the visitor status is covered within a research grant contract |
| Employee of or agent for a company | Visiting industrial fellow or visiting business fellow (the host and visitor can agree on which is most suitable) | £1000-2000 per month and rarely waived or reduced unless:   * the visitor status is covered within a research grant contract, or * the company regularly gives free visitor status of high academic value for equivalent periods of time to our academics and students, or * an overwhelmingly strong academic case can be made for the visitor and the company cannot afford the full bench fee |

| **Description of visitor** | **Title of visitor** | **Bench fee guidance**  (excluding any specific charges for use of clean rooms, expensive consumables, etc.)  **Please note: 20% VAT is payable unless the visitor is a student at their home institution** |
| --- | --- | --- |
| Employee of a company who meets some or all of the following conditions:   * occupies defined areas of office and laboratory space (especially if secured for company access only) * comes to work in the Department so frequently that it may be regarded as his/her normal place of work for the period of the agreement * undertakes work in the Department that is not truly collaborative for the majority of his/her time spent in the Department | Embedded researcher | £2000+ per month and never waived and rarely reduced except in the case of start-up companies which:   * meet the criteria for being the subject of a REF impact case study, and * cannot afford the full bench fee, and * have not benefitted from a reduction or exemption for more than one year |
| Employee of IfM ECS Limited whose place of work is on Department of Engineering premises | Embedded ECS staff | Bench fees are not chargeable, but IfM ECS Limited is charged by the Department for its use of space |
| Emeritus academic from the Department of Engineering | Emeritus staff | £1000 per month, but normally waived providing the visitor is collaborating with staff and students to bring clear academic benefit to the Department |
| A visitor who does not fit into any of the above categories yet who has strong credentials in his/her field that are broadly equivalent to those of a postdoctoral researcher or academic | Visiting fellow | £1000 per month, but may be reduced or waived if a strong academic case can be made and the visitor cannot pay the full bench fee |
| A visitor who is granted access solely to use a defined technical facility (e.g. a specific clean room or wind tunnel) without being allowed to use a desk (not even a hot desk), meeting room, library or any other facilities | Facility user | A commercial rate should be charged for use of the technical facility, but there is no need to charge an additional bench fee |
| A visitor who does not fit into any of the above categories | Visitor | £1000 per month, but is waived if the visitor is a temp, consultant or contractor |
| Postdoctoral researcher employed through Cambridge College | College Research Fellow | No bench fees |
| Internal visitors employed by another CU Department, predominantly working in non-research/non-academic roles | Internal admin staff (library, admin,….) | Bench fees are normally waived |

**Notes:**

* In some instances, more than one of the categories above may apply to a visitor e.g. a senior employee of an industrial company might be registered as a part-time PhD student.
* In such cases, the most suitable title will be determined by agreement.
* Bench fees may be reduced in proportion to the predicted percentage of full time for which the visitor will be present in the Department of Engineering.
* The Head of Division must be convinced that the prediction is realistic and not biased by a wish to reduce the charge.

**Internal Visitors:**

* The charging of bench fees for internal visitors is at the host PI’s and Head of Divisions discretions.
* In the majority of cases, it isn't appropriate to charge a bench fee against another Department/a fellow University employee, but it could be appropriate in some rare cases (e.g. if they are coming in and using a lab/piece of equipment and we incur significant cost as a result of their usage).
* Due to this or similar scenarios, waiving bench fees for internal visitors isn’t explicitly a rule and detailed on the RTI, to give us the option to apply it if/where necessary.

PLEASE COMPLETE THE BENCH FEE INVOICE REQUEST FORM UPON VISITOR ARRIVAL AND SEND TO [finance-office@eng.cam.ac.uk](mailto:finance-office@eng.cam.ac.uk), copy to [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk)

Once completed return to Finance Office for processing

***p***

**£**

#### Amount

## Address

### Invoice Details

### NA

**Customer No.**

**Invoice No.**



### Special Instructions

# **BENCH FEE INVOICE REQUEST**

### Name of

**Person / Institution / Company to be billed**

### For the attention of

**Division Job Nos. to   
be credited**

### Authorising Signature

#### Date

### Bench Fee in respect of your visit

|  |  |
| --- | --- |
| Name of Visitor |  |
|  | |
| Start Date |  |
|  | |
| End Date |  |

**Grand Total**

##### Total bench fee