



Application process for Research Volunteers, Visiting Scientists and Outreach Research Interns

Research Volunteer

The first section should be completed by the Volunteer with their personal information. The Mentor/Department should complete the second section with complete description of the activities of the Volunteer and appropriate signatures from the Faculty Mentor and department chairperson. **All mentors will be required to comply with the requirements for a criminal background check and DCFS training.** Along with the application, please provide the following documents from the Volunteer:

1. Copy of Photo ID (Driver's License or Passport)
2. Copy of Health Insurance Card (front and back)

Please allow 10-12 business days to approve and process this paperwork. Once approved, a Workday Number will be issued from the Vice Provost of Research's Office so the Volunteer can get an ID.

Visiting Scientist

The second page should be filled out by the Visiting Scientist with their personal information. The Mentor/Department should complete the second page with complete description of the activities and appropriate signatures from the Faculty Mentor and department chairperson. Along with the application, please provide the following documents from the Volunteer:

1. Copy of Photo ID (Driver's License or Passport)
2. Copy of Health Insurance Card (front and back)
3. Copy of his/her CV

Please allow 10-12 business days to approve and process this paperwork. Once approved, a Workday Number will be issued from the Vice Provost of Research's Office so the Visiting Scientist can get an ID.

Outreach Research Intern (Paid position)

The second page (top section) should be filled out by the Outreach Research Intern with their personal information. The Mentor/Department should complete the second section with complete description of the activities and appropriate signatures from the Faculty Mentor and department chairperson. Along with the application, please provide the following documents from the Intern:

1. Copy of Photo ID (Driver's License or Passport)

Please allow 14-21 business days to approve and process this paperwork. *Please read the directions on the first page carefully due to the new onboarding process that has been put in place (April 2023).* Once approved, a Workday Number will be issued from the Vice Provost of Research's Office so the Intern can get an ID.

All documents should be sent to trutschman@luc.edu via secure transfer.