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OVPR Covered Visitor Process

1 message

Cynthia Middleton <csmiddle@umich.edu>

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To: UMOR Unit Administrators Group <UMOR.Unit.Admin.Grp@umich.edu>, OVPR Unit Directors <OVPR.Unit.Directors@umich.edu>, Nicole Sitek <nsitek@umich.edu>, Jessica Trela <trelaj@umich.edu>, Terri Ridenour <voskuht@umich.edu>, "Mulder, David" <davemuld@med.umich.edu>, Patricia Ward <patward@umich.edu>, Julie Lumeng <jlumeng@umich.edu>, Monica Dus <mdus@umich.edu>, Sabrina Ervin <sme@umich.edu>, Matthew Bonam <matbonam@umich.edu>, Lisa Kiel <lkiel@umich.edu>, Beatrice Hahn <hahnbw@umich.edu>, Janet Gribbons <jgibbon@umich.edu>, Nicole Perry <msnicole@umich.edu>, Kelly Coveleski <kellycov@umich.edu>, Rose Tahash <rtahash@umich.edu>, Emily Herreshoff <egalopin@umich.edu>, "Clark, Katy" <katymc@med.umich.edu>, Eric Shaw <shaweric@umich.edu>

Cc: Patricia Smith <pssmith@umich.edu>, Stella Zhou <zjiayu@umich.edu>

Hello – please forward this message to others in your unit as needed.

I'm contacting you to make you aware of a new University requirement related to visitors in need of University affiliation ([SPG 601.42 Covered Visitors](#)) and to provide information about how OVPR will implement new processes associated with this change.

Visitors may continue to receive sponsored affiliation, allowing access to University and unit-based resources. However, if the visitor meets certain criteria, they will now be categorized as a Covered Visitor and a more detailed approval process is required. Covered visitors are defined as: An individual who (1) is invited or permitted by a sponsoring unit, a faculty sponsor, and/or a staff sponsor to engage with U-M's non-public resources, whether in-person, remote, or a combination, for a period greater than or equal to 14 consecutive calendar days, (2) does not meet the exclusions in the SPG and (3) does not hold a U-M appointment. Covered visitor affiliation may be granted for up to two years and is renewable.

Non-public resources are any university resources, including but not limited to facilities, data, equipment, technology, materials, and/or support that are not generally available to the public.

In alignment with the new SPG and effective July 1, 2026, OVPR is instituting a review/approval process for Covered Visitors that incorporates steps required by the University. A summary of the process is attached.

We will soon post OVPR templates and related documents on the OVPR HR webpage and will help relevant staff in OVPR and OVPR units become familiar with the new process and templates to be used.

Thank you in advance for your patience in navigating the new review/approval process for Covered Visitors! Please contact UMOR.HR.Team@umich.edu with questions.

Cindy

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Templates/documents that will be available on the OVPR HR webpage include:

- Covered Visitor Steps - summary instructions
- Guest Information Form – Preliminary
- Covered Visitor Application
- Sponsored Affiliate Application
- Covered Visitor Approval
- Welcome Letter
- Waiver of Liability
- Visiting Scholar/Scientist/Student Agreement
- Non-Disclosure Agreement
- Pre Arrival, Onboarding, and Renewal Checklist for Covered Visitors
- Renewal Letter
- Offboarding Checklist for Covered Visitors

 **Covered Visitor Steps - summary instructions.docx**
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