

VAR: Submit a Sponsor/Delegate Request Form (Copy)

This guided instruction is based on the example from "Identify visiting appointment type" and "Initiate a VAR request":

Hi Admin Name,

One of my collaborators, a professor from the University of Washington, will be visiting for the month of January. His name is Wile E Coyote, and his email is: wilecoyote@uw.edu.

Can you please get the paperwork started?

Thank you,
Sponsor Name



The Sponsor/Delegate form cannot be saved until all the required fields have been populated and sadly, this cannot be changed (update from HR on 10/15/25). Do not start the form unless you have 10-15 minutes to complete the task.

1

After the admin initiates the request, the sponsor and delegate (if applicable) will receive a VAR email with a direct link to complete the sponsor/delegate form.

Note: The online sponsor form contains helper text boxes, which are very helpful to answer questions. The fillable PDF used for the delegate to do the data entry does not contain those help text boxes.

The top part of the sponsor/delegate form is already populated with the answers from the initial request. Review those answers to make sure they are correct. There is still time to update them if not.

Indicates required

Visit Request	
Number	State
<input type="text" value="VAR0002485"/>	<input type="text" value="Initiator Submission"/>
Visitor Information	*Proposed Start Date
<input type="text" value="Wile E. Coyote"/>	<input type="text" value="01/01/2026"/>
*Email	*Proposed End Date
<input type="text" value="wilecoyote@uw.edu"/>	<input type="text" value="01/31/2026"/>
*Type of Visitor	
<input type="text" value="Guest Collaborator"/>	
*Is Visitor a Minor?	
<input type="text" value="No"/>	
Initial Submission	
*Name of Preparer	
<input type="text" value="Jessica Varlet"/>	
Will the Visitor participate in research or require lab training	*Will the visitor be interacting with minors?

2 Example that shows that the fields are still editable.

VAR0002485

* Indicates required

Visit Request

Number: VAR0002485

State: Initiator Submission

Visitor Information: Wile E. Coyote

*Proposed Start Date: 01/01/2026

*Email: wilecoyote@uw.edu

*Proposed End Date: 01/31/2026

*Type of Visitor: Guest Collaborator

-- None --

Visitor

Visiting Professor

Visiting Associate

External Affiliate

Guest Collaborator

Volunteer at Caltech?

Yes

*Will the visitor be interacting with minors? No

*Name of Faculty Sponsor

*Division or Department

3 The answers below are completed by the sponsor directly or their delegate based on the signed fillable questionnaire that the sponsor has completed.

Note: Reminder that the walk-through below is from the Wile E Coyote sample scenario.

4 This question is meant for collaboration with the visitor and not a list of all funding sources of the sponsor.

*Faculty Sponsor Federal Funding Sources (Current and/or Pending):

5

Re: Federal Funding Sources (Current and/or Pending): If no funding sources paying visitor, select No Federal Funding Source.

* Will the visitor be remote or on campus?

On campus

Sponsor/Faculty Sponsor/Delegate

* Would you like to designate someone to complete this form on your behalf?

Yes

* Please select the Support Staff Member

JoAnn Boyd

* Faculty Sponsor Federal Funding Sources (Current and/or Pending):

No Federal Funding Source

Air Force

Army

DARPA

Dept. Homeland Security

Dept. of Commerce

Dept. of Housing/Urban Development

whitepaper

Upload

* Provide justification for the Visitor and describe their activity at Caltech.

6

Answer if visitor will be a part of any of the list below. If not, select none of the above.

* Faculty Sponsor Federal Funding Sources (Current and/or Pending):

No Federal Funding Source

* The Visitor will be: (select all that apply)

Conducting Research or Collaborating (paid or unpaid) on a Federally Sponsored project

Key Personnel or Co-I on a Caltech Award

Paid or otherwise supported by any Caltech Research Project

Using a campus recharge center

None of the above

ated with?

* Provide justification for the Visitor and describe their activity at Caltech.

7 Click question mark for more information about question.

Sponsor/Faculty Sponsor/Delegate

*Would you like to designate someone to complete this form on your behalf?

Yes

*Please select the Support Staff Member

JoAnn Boyd

*Faculty Sponsor Federal Funding Sources (Current and/or Pending):

☒ No Federal Funding Source

*The Visitor will be: (select all that apply)

☒ None of the above

*Do you have a relationship with any entity the Visitor is affiliated with?

-- None --

For example, do you have an appointment, teach, advise, consult or have an equity interest in the Entity the Visitor works for or represents?

8 Do not skip this step if applicable.

*Do you have a relationship with any entity the Visitor is affiliated with?

No

If visitor is a foreign person, attach a statement of work or a whitepaper

Upload

*Provide justification for the Visitor and describe their activity at Caltech.

Describe the Visitor's activities in your group and how this is a mutually beneficial appointment. As applicable, include a brief description of the Applicant's research and/or training activities. Note: The details entered here are shared with the visitor. (50-300 Words)

9 The justification should be detailed and describe activities in your group and how this is a maturely beneficial appointment. As applicable, include a brief description of the applicant's research and/or training activities.

*Do you have a relationship with any entity the Visitor is affiliated with?

No

If visitor is a foreign person, attach a statement of work or a whitepaper

Upload

*Provide justification for the Visitor and describe their activity at Caltech.

The visitor will collaborate with Caltech researchers on NANOGrav science

*Will the visitor coming to Caltech ONLY learn a technique/process?

Describe the Visitor's activities in your group and how this is a mutually beneficial appointment. As applicable, include a brief description of the Applicant's research and/or training activities. Note: The details entered here are shared with the visitor. (50-300 Words)

10 Note: "ONLY".

*Provide justification for the Visitor and describe their activity at Caltech. ?

The visitor will collaborate with Caltech researchers on NANOGrav science. He will interact with several members of the TAPIR group.

*Will the visitor coming to Caltech ONLY learn a technique/process?

-- None --

|

-- None --

Yes

No

-- None --

11 Answer required for all questions with an asterisk.

Upload

*Provide justification for the Visitor and describe their activity at Caltech. ?

The visitor will collaborate with Caltech researchers on NANOGrav science. He will interact with several members of the TAPIR group.

*Will the visitor coming to Caltech ONLY learn a technique/process?

No

*Describe the visitors research and training activities at Caltech

NANOGrav science

12

*Will the visitor need access to or work with human or animal subjects?

-- None --

|

-- None --

Yes

No

I don't know

13

*Will visitor work with biological/chemical/radiological or controlled substances

-- None --

-- None --

Yes

No

I don't know

14

*Will the Visitor's activities involve spacecraft or military applications?

-- None --

-- None --

Yes

No

15

BBE Buildings: Beckman Behavioral, Braun, Broad, Kerckhoff/Church/Alles, and Chen Institute

*Will visitor work with biological/chemical/radiological or controlled substances

No

*Will the Visitor's activities involve spacecraft or military applications?

No

*What buildings, equipment, etc. will visitor need access to at Caltech?

Cahill

Caltech Buildings

Caltech Data

Caltech HPC

Caltech IPAC

Computer Systems

Equipment

Software

16 Define needs

☒ Caltech Buildings ☒ Computer Systems

*Required Computer Systems.

Abracadabra

*Required building access needed

Cahill

17

*Required building access needed

Cahill

*Will the Visitor require access to any controlled information or material? ?

No

*Will the visitor require access to JPL or JPL resources? ?

No

Read only - That is, in order to carry out the activities or research described above, will the Visitor require access to any export-controlled Hardware, Software, Technical Data, Technical Assistance, or other proprietary, confidential, or privacy-regulated information?

18

*Will the Visitor require access to any controlled information or material? ?

No

*Will the visitor require access to JPL or JPL resources? ?

No

Read only - Access to JPL includes access to JPL laboratories, test facilities, equipment, repositories, computers, data, etc.

19

NO

*Will the visitor require access to JPL or JPL resources? ?

No

*Will the Visitor require any system access?

-- None --

-- None --

HPC only

No system access

Other

Is there any other information you would like to share? ?

Related Lists

[Visit Tasks](#)

Save (8% + c)

20

*Will the Visitor require access to any controlled information or material? ?

No

*Will the visitor require access to JPL or JPL resources? ?

No

*Will the Visitor require any system access?

No system access

*This is confirmation you have reviewed the Volunteer and Guest Guidelines ? [Click to view the guidelines](#)

-- None --

-- None --

Confirmed

Related Lists

[Visit Tasks](#)

- 21 **Tip:** If there is no "Submit" button, it means a required field is not populated.

*This is confirmation you have reviewed the Volunteer and Guest Guidelines ⓘ [Click to view the guidelines](#)

-- None --

-- None --

Confirmed

Related Lists

[Visit Tasks](#)

Save (⌘ + s)

Required information This is confirmation you have reviewed the Volunteer and Guest Guidelines

- 22 Click "Save (⌘ + s)" before submitting in case the submission does not go through. If that's the case, you will not have to answer the questions again.

*Will the visitor require access to JPL or JPL resources? ⓘ

No

*Will the Visitor require any system access?

No system access

*This is confirmation you have reviewed the Volunteer and Guest Guidelines ⓘ [Click to view the guidelines](#)

Confirmed

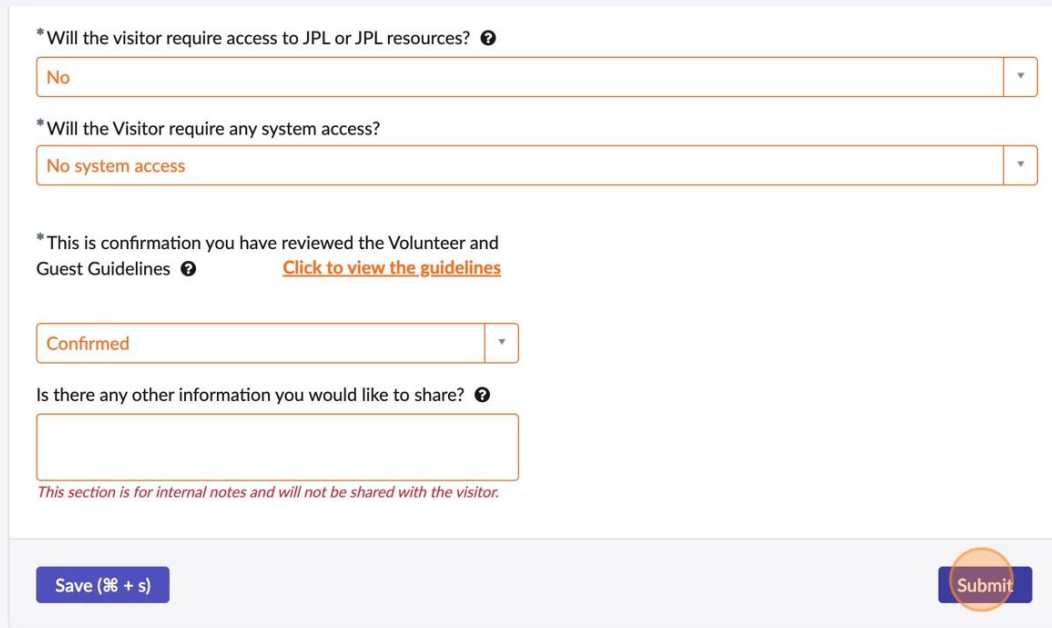
Is there any other information you would like to share? ⓘ

This section is for internal notes and will not be shared with the visitor.

Save (⌘ + s)

Submit

23 Click "Submit"



*Will the visitor require access to JPL or JPL resources? ⓘ

No

*Will the Visitor require any system access?

No system access

*This is confirmation you have reviewed the Volunteer and Guest Guidelines ⓘ [Click to view the guidelines](#)

Confirmed

Is there any other information you would like to share? ⓘ

This section is for internal notes and will not be shared with the visitor.

Save (⌘ + s)

Submit

24 Your visitor will now receive their own VAR email with a direct link to complete their online form.