

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Research Office Sponsored Speakers		SOP #: RSP.032.01
Effective Date	8/28/2023	
Last Revision/Review	07/23/2024	

1. Purpose

The Office of Research provides support for invited speakers to present seminars on their research or scholarly work. These seminars include the Distinguished Researcher Seminars and speakers for other research related seminars. Distinguished Researcher Seminars and other research related seminars may be in person or virtual. The procedures for inviting speakers are outlined in this Standard Operating Procedure (SOP).

2. Related Policy/Authority

SOP #: FAF.001.05- <https://burrell.edu/FAF001/>

3. Faculty/Staff Responsibilities

Assistant Dean of Research and Research Office Staff are responsible for program oversight. Department Chairs and Administrative Assistants are responsible for inviting speakers and coordinating the speaker visit.

4. Definitions/Abbreviations

Distinguished Researcher Seminar Series (DRSS) - A monthly seminar program, held every year from September to May and sponsored by the Office of Research and Sponsored Programs (ORSP). ORSP provides support for academic departments and students to host speakers during the academic year.

Other Research Related Seminars- A seminar provided by an external speaker on a research topic for special programs.

5. Procedural Steps

5.1 Distinguished Researcher Seminar Series (DRSS)

5.1.1 Background:

The DRSS is a program initiated by the Office of Research that provides support for academic departments and students to invite and host established researchers for monthly research seminars during the academic year. Academic departments receive support for hosting one or two speakers per year, and the medical students receive support for one speaker in April of every year. Allowable fund usage covers travel and lodging (a maximum of two days) for the speaker, approved entertainment, and an honorarium for the speaker. The honorarium is \$500. The total expense for each speaker is capped at \$2,500 which includes the honorarium.

5.1.2 Procedures:

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- ORSP requests funds in the annual budget to support nine (9) Distinguished Research Seminars per year.
- July/August: OSRP creates a monthly department rotation schedule from September to May, designating which department will host a speaker each month. If a department is scheduled to host twice within a single cycle, they will only be scheduled once in the following cycle. ORSP communicates with the Department Chairs of Osteopathic Manipulative Medicine, Anatomy & Cell Biology, Biomedical Sciences, Physiology and Pathology, Clinical Medicine, and Pre-Clinical Medicine regarding the DRSS for the academic year and provides the departments the monthly schedule. April is reserved for a speaker invited and hosted by the medical students. The Director of Student Research assists students with the logistics of inviting and hosting their speaker.
- The host departments or students identify and extend invitations to speakers of their choice. Speakers should agree, at a minimum, to either travel to campus or deliver their presentation via Zoom and to be available for a discussion group during their in-person or virtual visit. Seminars are scheduled during the noon hour (12:00 – 1:00 p.m. Mountain Time) to allow maximum opportunities for student attendance. The exact day of the month for the seminar is flexible. Upon sending invitations, the host department is responsible for checking the availability of and reserving one of the main lecture halls (i.e., Room 158 or 160) for the seminar. The host department should also avoid scheduling a speaker on days that conflict with major campus events or campus holidays.

5.1.2.1 Before the Seminar:

Host Department Responsibilities- Upon finalizing the speaker invitation, the host department must:

1. Notify the Office of Research by completing the “Distinguished Research Seminar Series Speaker Information Form” and submitting the form along with the speaker’s curriculum vitae to the Office of Research via email research@burrell.edu.
2. Have the speaker submit a W-9 form online through the link provided on the [Finance Forms](#) webpage. (Note: This is secure link that is only used by the Office of Finance to set up honorarium payment.)
3. Make hotel reservations for the speaker. The Office of Research recommends using the Courtyard by Marriott on University as the hotel. If this hotel is used, then the room may be billed directly to the Office of Research.
4. Serve as point of contact for speaker travel arrangement. This includes any transportation arrangement to and from the El Paso airport. Speakers should book their own coach airfare and will be reimbursed.

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5. Develop the speaker itinerary using the template supplied by the Office of Research and send a copy of the final itinerary to the Office of Research.

Office of Research Responsibilities- The Office of Research will:

1. Coordinate the preparation of a speaker announcement to be displayed on monitors in the College.
2. Coordinate with I.T. for Zoom simulcast of the seminar.
3. Update the Distinguished Seminar Speaker website.
4. Send announcement to all faculty, students, and staff including Florida and all Regional Academic Centers with the Zoom link.
5. Order meals or refreshments for the seminar.

5.1.2.2 After the Seminar:

Host Department Responsibilities: Upon completion of the seminar, the host department must:

1. Assemble and turn in receipts to the Office of Research email (research@burrell.edu) for processing. This includes receipts for dinner with the speaker, speaker travel receipts, (e.g., airfare, parking, shuttles, etc.) (Note: The Office of Research does not reimburse expenses incurred for alcoholic beverages.).

Office of Research Responsibilities- The Office of Research will:

1. Process honorarium payment and expense reimbursement for the speaker.
2. Update the website to archive the seminar under past seminars.

5.3 Other Speakers Invited and Hosted by the Office of Research:

On occasion, the Office of Research may need to invite a speaker for a special research seminar or presentation. In such instances the Office of Research will host and handle all speaker logistics.

6. Reports/Charts/Forms/Attachments/Cross References



Invited Speaker REQUISITION FORM

Name of Proposed Invited Speaker:

Speaker Name:

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Title: _____ Dept.: _____

Date of Presentation: _____

Proposed Compensation Rate: \$500.00 honorarium

Items to be attached (required):

☐ CV/Resume

Additional Information:

Requested by: _____ Title: _____ Date: _____

Approved by: _____ Title: Assistant Dean for Research Date: _____

Approved by: _____ Title: Controller Date: _____



Distinguished Researcher Seminar Series Speaker Information Form

(PLEASE COMPLETE AND RETURN TO RESEARCH@BURRELL.EDU)

To allow proper planning time, we ask that the form be returned as soon as possible, but not later than 2 weeks in advance of the Seminar.

Information for the Online Speaker Event: Please complete the following information provided by the host department at least 2 weeks before the scheduled seminar event. This allows sufficient time for announcements and associated approvals to be prepared and distributed. The Office of Research will coordinate payment of honoraria to speakers. The amount of the honorarium is \$500. This form addresses the Seminar and additional event.

Other Activities Not Included with the Speaker Event: Any additional activities outside of the online speaker event are the host department's responsibility. Any additional costs outside the \$500 speaker honorarium that may result from other activities are the host department's responsibility.

Host Department Information

Name of Host Department Contact	
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Date of Seminar (Note: All Seminars are at noon, Mountain Time)	
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Speaker Information

Full Name of Speaker as it should appear in announcements:	
Professional Title of Speaker (e.g., Professor, etc.):	
Departmental Affiliation:	
Institutional Affiliation (Provide Full Name of Institution):	
Institutional Mailing Address:	
Email Address of Speaker	

Seminar Information

(All Seminars are from 12:00 – 1:00 p.m.)

Seminar Title	
Who will Introduce the Speaker and Moderate the Session	
Describe any special considerations needed for I.T. Leave it blank if none.	

Relevant Scholarly Publications

Previous speakers have been asked to provide a couple of representative publications which we link to on the website. Please provide the full citation in the space provided for two publications the speaker wants to share before the presentation.

Citation 1	
Citation 2	

Relevant Website

Many scholars maintain a website that includes information about their research and scholarly work. Please provide a link to a website that your speaker may wish to share. If there is none, leave this section blank.

Website Link

Curriculum Vitae

Please email a copy of the speaker's curriculum vitae or biographical sketch research@burrell.edu



Distinguished Researcher Seminar Series

Itinerary

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XXXXXXXXXX

Title

Institution

City, State

DATE

Dr. XXX is hosted by the Department of XXXX and Office of Research

Month/Day/Year	
	Lodging arranged at: If applicable, otherwise delete (Example: Courtyard by Marriott456 E. University Ave, Las Cruces, NM (575) 526-9764 Reservation Code: Check-in: 3:00 p.m.)

Month/Day/Year	
am	(Example: Meet XXXX at hotel lobby for transport to Burrell College)
am – am	(Example: Breakfast with Faculty <u>Meeting Place:</u>)
am – am	
11:45am-12:00pm	(Example: <i>Set-up in seminar room (Room 160)</i>)
12:00pm-12:45pm	(Example: Seminar – Room 160 <i>Title: “XXXXXX”</i>)
12:45pm–1:00pm	(Example: Q&A Session – Room 160)
1:00pm – 2:00pm	(Example: Lunch with Faculty – Back Patio)

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pm	(Example: Depart for El Paso International Airport Flight Information: Carrier: Flight Number: Depart: Arrive:)
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Host Department Contact: **Dr. XXXX**, Office Phone: 575-674-**XXXX**

Emergency Contact: **Dr. XXXX**, Cell Phone: **XXXXXX**

Alternate Contact: **XXXXX**, Cell Phone: **XXXXXX**

7. Maintenance

Reviewed annually by the Office of Research.

8. Signature

Approved by

7/23/2024

Department Head of Research

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
07/23/2024	1	Changes to all to include additional Burrell departments and Florida location.		7/23/2024