

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Research Office Sponsored Speakers		SOP #: RSP.032.00
Effective Date	8/28/2023	
Last Revision/Review		

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, the keynote speaker for Medical Student Research Day, and speakers for other research related seminars. Distinguished Researcher Seminars and other research related seminars may be in person or virtual. The Medical Student Research Day Speaker shall be an in-person presentation. The procedures for inviting speakers are outlined in this SOP (Standard Operating Procedure).

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 sponsored by the Office of Research that provides support for academic departments and students to host speakers during the academic year.

Medical Student Research Day Keynote Lecture - A lecture delivered by an invited speaker at the annual Medical Student Research Day.

Other Research Seminars- A seminar provided by an external speaker on a research topic for special programs such as Summer Research Experience Workshops.

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 two speakers per year and the medical students receive support for one speaker per year. Allowable fund usage covers travel and lodging 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.

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5.1.2 Procedures:

- The Office of Research requests funds in the annual budget to support nine (9) Distinguished Research Seminars per year.
- July/August: The Office of Research communicates with the Department Chairs of Anatomy & Cell Biology, Biomedical Sciences, Physiology and Pathology, and Pre-Clinical Medicine regarding the Distinguished Seminar Series for the academic year. Each of these departments is provided with the opportunity to host one speaker during the Fall term (September to December) and one speaker in the Spring term (January, February, March, or May). 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 the minimum to either travel to campus or to 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.
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 which will 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 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 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.

5.2 Medical Student Research Day Keynote Speaker

The Medical Student Research Day Keynote Speaker is expected to travel to Las Cruces to attend the event and present a lecture on their work to the students, faculty, and guests attending MSRD (Medical Student Research Day). The lecture should be on a topic relevant to biomedical and/or clinical research. It is expected that the Keynote Speaker will arrive the day before Medical Student Research Day and be available to interact with the student researchers throughout the event. An honorarium of \$1,000 is provided to the keynote speaker along with travel and lodging expenses.

5.2.1 Responsibilities:

1. The keynote speaker is identified by the Director of Student Research in consultation with the Assistant Dean of Research, faculty, and students.
2. The Director of Student Research contacts the selected individual to determine their availability and forwards the name of the selected speaker to the Assistant Dean of Research who sends a formal invitation on behalf of the College.

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3. The Office of Research handles the coordination of all travel and lodging arrangements for the Keynote Speaker.
4. The Director of Student Research coordinates the itinerary for the keynote speaker while they are in Las Cruces.

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



ADJUNCT FACULTY/Invited Speaker REQUISITION FORM

Name of Proposed Adjunct Faculty/Invited Speaker: _____

Speaker Name:

Please select one:

☐ Adjunct Faculty

☐ Invited Speaker

****Position Title/Rank:** _____ **Dept.:** _____

(*Position Title/Rank will only apply to Adjunct Faculty.)

Start Date: _____

Proposed Compensation Rate: \$500.00 honorarium

Estimated hours per week/month? _____

Items to be attached (required):

☐ CV/Resume (not required for an Invited Speaker)

Additional Information: (Course; term of agreement; dates of instruction; are they delivering instruction to year 1 or year 2 or both; student evaluation/grading expectations; duties associated with course delivery)

Requested by: _____ **Title:** _____ **Date:** _____

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

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Approved by: _____ **Title:** Controller **Date:** _____

Office Use Checklist

- ☐ W-9
- ☐ College Transcripts
- ☐ Signed Contract
- ☐ Background Check



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. Typically, speakers are asked to participate in one additional online discussion event before or after the seminar presentation. This form addresses the Seminar and additional event. The Office of Research will coordinate the online session for these two online activities.

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 online speaker honorarium that may result from other activities are the host department's responsibility.

Host Department Information

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

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):	

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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.	

Other Associated Events

Typically, there has been at least one open discussion period with the Speaker. Please complete the following for such events.

Type of Event	Beginning and End Time of Associated Event	Session Contact or Moderator	Who should attend? (e.g., Faculty, Staff, Students, or a select group of individuals listed by name)

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

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Itinerary

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 Courtyard by Marriott 456 E. University Ave, Las Cruces, NM (575) 526-9764 Reservation Code: Check-in: 3:00 p.m.

Month/Day/Year	
am	Meet XXXX at hotel lobby for transport to Burrell College
am – am	Breakfast with Faculty <u>Meeting Place:</u>
am – am	

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11:45am-12:00pm	<i>Set-up in seminar room (Room 160)</i>
12:00pm-12:45pm	Seminar – Room 160 Title: “XXXXXX”
12:45pm–1:00pm	Q&A Session – Room 160
1:00pm – 2:00pm	Lunch with Faculty – Back Patio
pm	Depart for El Paso International Airport Flight Information: Carrier: Flight Number: Depart: Arrive:

Host Department Contact: **Dr. XXXX**, Office Phone: 575-674-**XXXX**

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

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

7. Maintenance

Reviewed annually by the Office of Research.

8. Signature

Approved by

Assistant Dean for Research

8/28/2023

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date