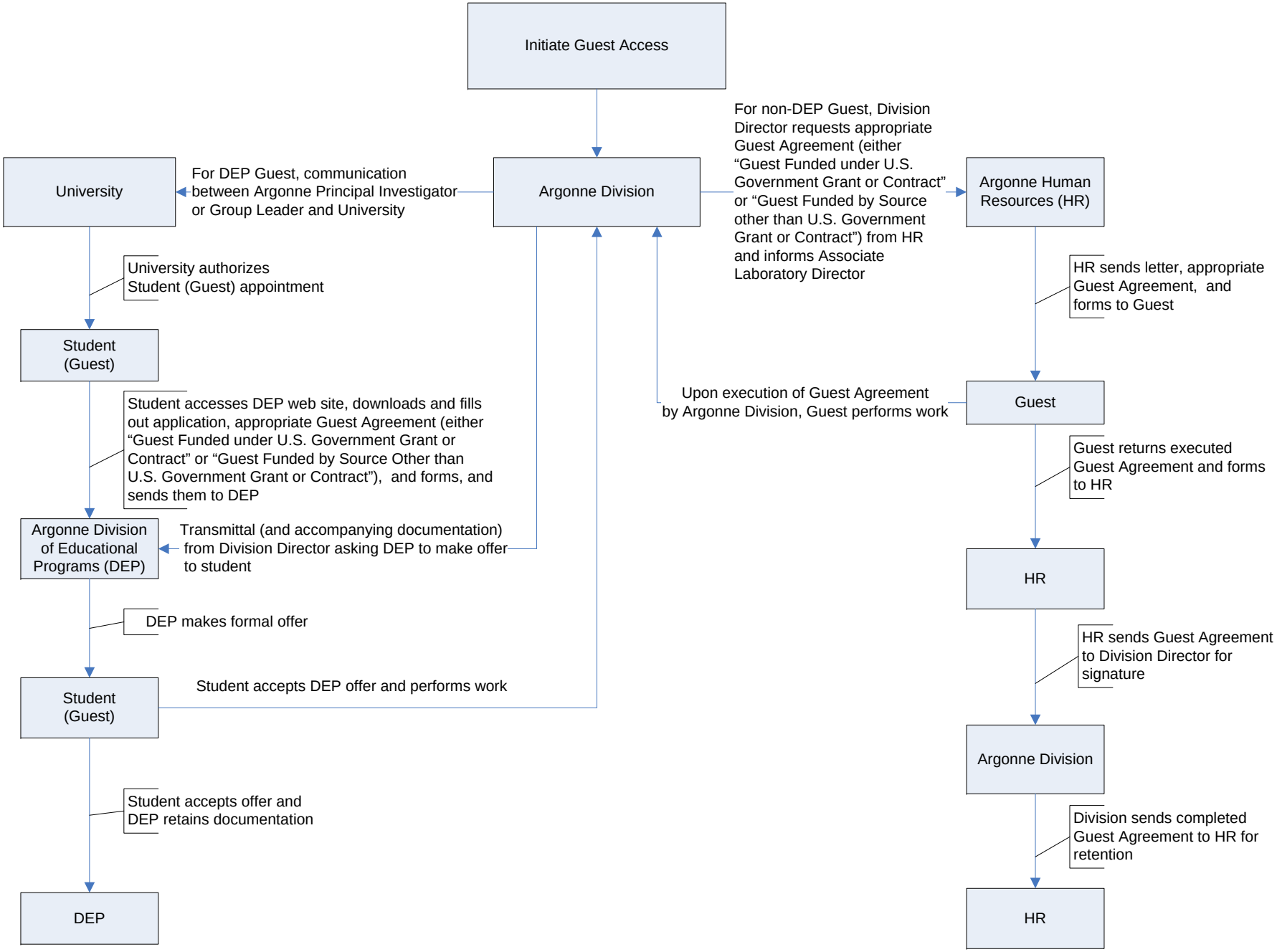
Initiate Guest Access
Argonne Division
For non-DEP Guest, Division Director requests appropriate Guest Agreement (either "Guest Funded under U.S. Government Grant or Contract" or "Guest Funded by Source other than U.S. Government Grant or Contract") from HR and informs Associate Laboratory Director
Argonne Human Resources (HR)
HR sends letter, appropriate Guest Agreement, and forms to Guest
Guest
Guest returns executed Guest Agreement and forms to HR
HR
HR sends Guest Agreement to Division Director for signature
Argonne Division
Division sends completed Guest Agreement to HR for retention
HR
Upon execution of Guest Agreement by Argonne Division, Guest performs work
University
For DEP Guest, communication between Argonne Principal Investigator or Group Leader and University
University authorizes Student (Guest) appointment
Student (Guest)
Student accesses DEP web site, downloads and fills out application, appropriate Guest Agreement (either "Guest Funded under U.S. Government Grant or Contract" or "Guest Funded by Source Other than U.S. Government Grant or Contract"), and forms, and sends them to DEP
Argonne Division of Educational Programs (DEP)
Transmittal (and accompanying documentation) from Division Director asking DEP to make offer to student
DEP makes formal offer
Student (Guest)
Student accepts DEP offer and performs work
Student accepts offer and DEP retains documentation
DEP