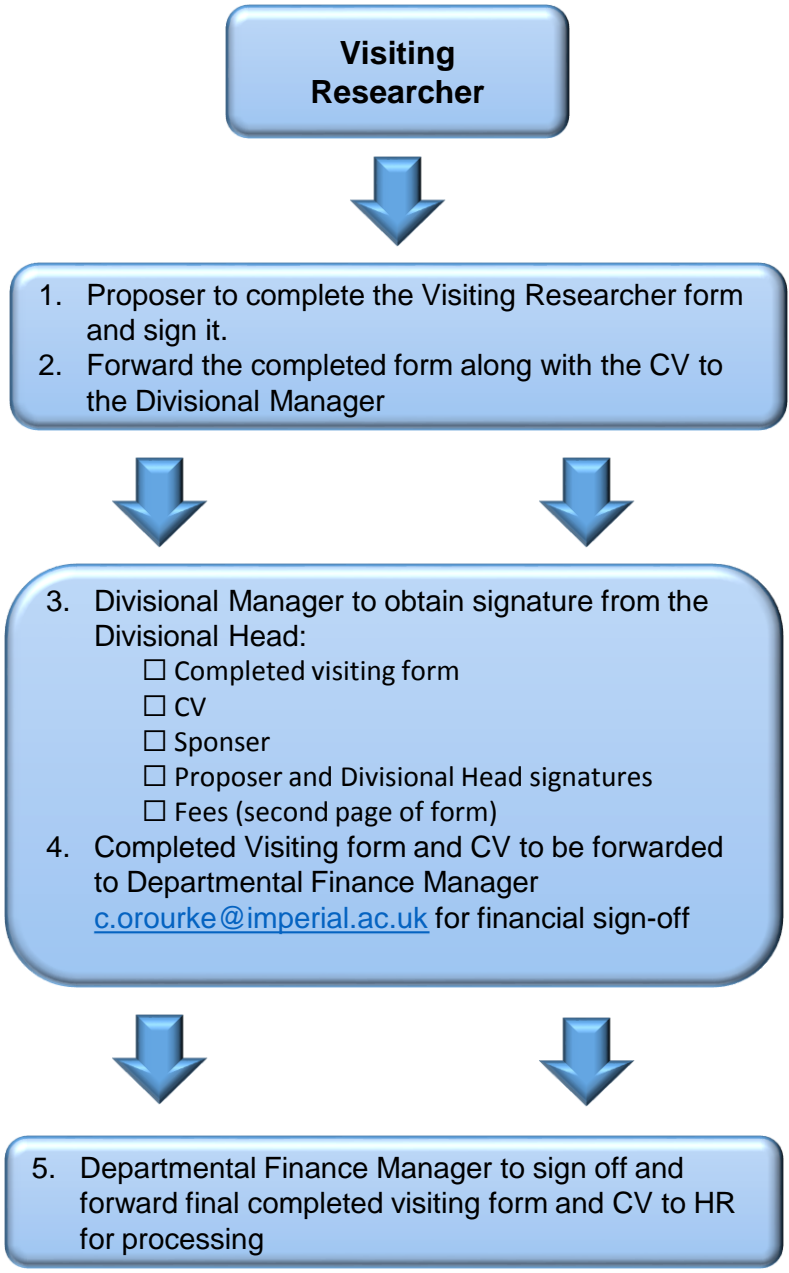


# Department of Surgery and Cancer

## Visiting Researcher Process

Visiting  
Researcher



```
graph TD; A[Visiting Researcher] --> B[1. Proposer to complete the Visiting Researcher form and sign it.  
2. Forward the completed form along with the CV to the Divisional Manager]; B --> C[3. Divisional Manager to obtain signature from the Divisional Head:  
- [ ] Completed visiting form  
- [ ] CV  
- [ ] Sponser  
- [ ] Proposer and Divisional Head signatures  
- [ ] Fees (second page of form)  
4. Completed Visiting form and CV to be forwarded to Departmental Finance Manager  
c.ourourke@imperial.ac.uk for financial sign-off]; C --> D[5. Departmental Finance Manager to sign off and forward final completed visiting form and CV to HR for processing];
```

1. Proposer to complete the Visiting Researcher form and sign it.
2. Forward the completed form along with the CV to the Divisional Manager

3. Divisional Manager to obtain signature from the Divisional Head:
  - Completed visiting form
  - CV
  - Sponser
  - Proposer and Divisional Head signatures
  - Fees (second page of form)
4. Completed Visiting form and CV to be forwarded to Departmental Finance Manager  
[c.ourourke@imperial.ac.uk](mailto:c.ourourke@imperial.ac.uk) for financial sign-off

5. Departmental Finance Manager to sign off and forward final completed visiting form and CV to HR for processing