

Institute for National Strategic Studies (INSS)
Visiting Research Fellows Program

1. Purpose: The purpose of the INSS Visiting Research Fellows (VRF) Program (VRF) is to enhance INSS' expertise and research output on critical DoD regional and functional priority issues, and offer visiting fellows opportunities to research, publish, and engage with national security experts.
2. Visiting Fellow Requirements: Visiting Research Fellows are expected to contribute to the INSS and NDU missions in at least one of the following ways:
 - a. Publications. Develop manuscripts for publication either for [INSS product lines](#) or through outside peer-reviewed journals. Publications require close coordination with INSS Research Fellows, and internal peer review and security and policy review processes.
 - b. Policy Reviews and Papers. Visiting Research Fellows can author policy papers addressing national security policy issues.
 - c. Teaching Support. Visiting Research Fellows may lecture in University core or elective courses, and/or co-teach an INSS elective.
 - d. Research Support. Visiting Research Fellows can serve as peer reviewers for INSS Fellows' research and publications.
 - e. Conference Planning and Execution. Visiting Research Fellows can enrich INSS' research and engagement programs by developing, executing and /or participating in conference events in their area of expertise.
3. Criteria for Application: Candidates for the VRF Program should have recognized expertise, proven publication record in their field, clearly defined research project that aligns with existing INSS research, and an [INSS sponsor](#). All application packages should include a curriculum vitae, biography, proposed research topic, and an application letter and be sent to inss_communications@ndu.edu for consideration.

Application Deadlines. VRF applications are accepted twice annually; August 15, 2021 and February 15, 2022.

4. Acceptance and Notification:

a. When an applicant is selected as a Visiting Research Fellow, they will be notified by the INSS Front Office administrative team via an e-mail containing their appointment letter and a DD Form 2793 Volunteer Agreement. The appointment will become effective after the Visiting Research Fellow signs and returns the appointment letter and the Volunteer Agreement.

b. In addition to signing the agreement acceptance page in the appointment letter which describes the period and the work intended to be accomplished during his/her uncompensated service appointment as a Visiting Research Fellow, he/she will be required to sign the included DD Form 2793 Volunteer Agreement. Part II, Block 9 on that form includes a statement of certification that identifies the Visiting Research Fellow's relationship to the United States Government during the period of his/her appointment.

5. **Titles:** The standard title for individuals appointed under this policy will be “Visiting Research Fellow.” In cases where approved candidates are former ambassadors, assistant secretaries, three-star or above flag or general officers, Nobel laureates, or equivalent, the designation “Visiting Distinguished Research Fellow” will be used.
6. **Renewal of Appointments:** At least one month prior to the expiration date of the appointment of a Visiting Research Fellow, the sponsoring INSS Research Fellow will assess the contributions made during the appointment and recommend to the INSS Director whether the appointment should be renewed or allowed to expire. The Visiting Research Fellow will be advised of the decision and be provided with an updated appointment letter if being renewed.
7. **Termination of Appointments:** When a Visiting Research Fellow appointment expires, or is otherwise terminated, the INSS Front Office administrative team will notify him/her via e-mail addressing the change in status, requesting return of the NDU Access Badge (if one was issued), and advising that he/she may no longer attribute a current Visiting Research Fellow association with INSS or NDU.
8. **Resources:** To maximize productivity with limited resources, Visiting Research Fellow offices and computers will be designated common use items vice being assigned to specific individuals. Visiting Research Fellows who require/desire space or a laptop for work on INSS production may use any open Visiting Research Fellow office.

Additional Information

- a. INSS Sponsor. Visiting Research Fellows must be sponsored by an INSS Senior/Distinguished Research Fellow. The INSS fellow will oversee the VRF's research project and related activities.
- b. Application letter should identify the research plan and deliverables to INSS. The application letter also should identify the resources, if any, the sponsor and Visiting Research Fellow anticipate may be required, and how the sponsor and/or applicant plan to obtain them.

(1) If publishing in an INSS or NDU Press product line, Visiting Research Fellows should be aware of a number of conditions: a review of the appropriateness of the research topic, an internal peer review process to assess quality and scholarship, DOPSR security and policy reviews, and an INSS and NDU Press assessment.

(2) If publishing in outside peer-reviewed journals with an attribution to the Visiting Research Fellow's association with INSS/NDU, the conditions include: an internal peer review process; a pre-publication review through a two subject matter expert (SME) security and policy review process; and if editorial support is requested, an NDU Press assessment of the availability of editorial staff.

(3) Any manuscripts or other research products developed by Visiting Research Fellows that are subsequently published in any of the NDU publication product lines, current or future, or any work product developed using NDU resources or in coordination with an NDU employee will be in the public domain, without a claim to copyright. This does not preclude a Visiting Research Fellow from seeking copyright for those manuscripts or other work products published external to NDU not meeting the above criteria and for which there is no attribution of his/her Visiting Research Fellow relationship to INSS or NDU. If there are questions regarding copyright status, clarification should be sought through the office of the NDU General Counsel.