

FAMU Foreign Influence Screening Process

Last Updated April 7, 2025

Scope: The following procedures govern screening requirement in accordance with Section 1010.35, Florida Statutes. Individuals subject to screenings include:

- Graduate and undergraduate students applying for research or research-related support positions,
- Candidates for visiting researcher positions who are citizens of a foreign country and not permanent U.S. residents, and
- U.S. citizens or permanent residents with affiliations to a foreign institution or program, or at least one year of prior foreign employment or training.

1. Notification to Office of Research Compliance (ORC)

Deans or their designated representatives and hiring managers must notify ORC via foreigninfluence@famu.edu of a potential hire based on job code related to research or research-related support positions, regardless funding source. ORC provides the Qualtrics pre-screening survey link listed below to the designated department hiring manager or department representative for completion.

Job Codes Subject to Screening

Florida A&M University-Foreign Influence Pre-screening survey

https://famu.co1.qualtrics.com/jfe/form/SV_9LBShSgVyQw0naK

Qualtrics pre-screening survey responses will be sent to foreigninfluence@famu.edu and used to determine whether the candidate needs further foreign influence screening conducted by the authorized third-party vendor Accurate.

Candidates from FSU who have already undergone Foreign Influence screening by FSU do not require additional screening by FAMU. Such candidates or their hiring managers must submit to ORC appropriate documentation (e.g., valid Foreign Influence screening records conducted by an authorized entity.)

2. Additional Review for Certain Candidates

Candidates for any position (both research-and non-research-related) and prospective visiting researchers who are foreign principals of a foreign country of concern are subject to screening and additional review by the Board of Governors (BOG), pursuant to section 288.860, Florida Statutes, BOG Regulation 9.012, and BOG guidance.

3. Third-Party Screening Process

Once department makes a hiring decision, they notify ORC, which enters candidate's information into Accurate within 5 business days. ORC then submits a screening request order to Accurate, which generates and provides a confirmation number for tracking. **Accurate** will send the candidate an email with instructions to initiate the screening process. The candidate must complete the screening within 10 business days from the date they receive the email link. Failure

to submit the required information within this timeframe will result in the cancellation of the screening process.

4. Screening Completion Timeline

The candidate has 10 business days to complete the screening process by providing responses and required documentation.

5. Non-Completion of Screening

The screening process must be completed within 10 business days from the date the potential candidate receives the email link from Accurate. Failure to complete the application within this timeframe will result in cancellation of the process.

6. Verification Process by Accurate

Accurate will request the following information and records from the candidate according to statutory requirements:

- Demographics
- Curriculum vitae
- A list of every institution of higher education attended, whether or not listed on the CV or Resume
- A list of all employment since the candidate's 18th birthday, whether or not listed on the CV or Resume
- A list of all published material
- A list and description of any current paid or unpaid affiliations within or outside the U.S. and any other non-university professional activities
- Funding information for all current and pending projects (grants/sponsored research), as well as any funding that makes it possible for the candidate to participate in a visa program (scholarships/personal or family funding)
- Information regarding any government, military, intelligence agency, or police service
- The most recently submitted DS-160 (Online Nonimmigrant Visa Application), if available
- Other information if needed

Accurate will conduct the following verifications:

- Search public databases for research publications, presentations, and public conflict of interest records.
- Contact all employers from the most recent 7 years to verify employment.
- Contact all institutions of higher education attended to verify enrollment and educational progress.
- Search public listings of persons subject to sanctions or restrictions under federal law.
- Submit the candidate's name and other identifying information to the Federal Bureau of Investigation (FBI) or any other federal agency willing to scrutinize the candidate for national security or counterespionage purposes.

7. Screening Results Timeline

Screening results are returned to ORC after 10 business days if the potential candidate completes application within the timeframe.

8. Hiring Decision and Reporting Requirements

The hiring authority is notified whether they may proceed with hiring. If the candidate successfully completes the screening, the department may move forward with interviews and/or an employment offer. **All employment contracts must be routed to ORC for approval prior to the approval by Office of Sponsored Programs, the Provost Office, and or HR. No job offers can be extended until the candidate has successfully completed the foreign influence screening.**

ORC will coordinate with Office of Compliance and Ethics (OCE) to report to the nearest FBI field office and any law enforcement agency designated by the Governor or the BOG the identity of any candidate who was rejected for employment based on the scrutiny required by this process or other risk-based screening.

Disclaimer:

1. Foreign Influence screening processes are subject to change based on state, and or federal regulations and university policies and procedures.
2. Job codes are subject to change.