

**COLLEGE OF ARTS AND SCIENCES  
INSTRUCTIONAL RESOURCE PERSON (IRP)  
REQUEST FORM**

**PERSON REQUESTED:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_

*\*Social Security # is required for payroll processing*

**MAILING ADDRESS:** \_\_\_\_\_

**NOTE: If the Instructional Resource Person is an international visitor you must refer to the following for additional requirements:**

- 1) Visiting Scholars - <http://www.international.appstate.edu/iss/scholars/visiting.php>
- 2) Research Protections - Export Controls, <https://www.researchprotections.appstate.edu/>

**Area(s) of Expertise and Qualifications:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Activities:** \_\_\_\_\_

**Audience:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

*(Please fill-in requested amount in the column next to Arts & Sciences, and list any additional funding)*

| Department / Fund        | Amount |
|--------------------------|--------|
| Arts & Sciences – 107433 |        |
|                          |        |
|                          |        |
|                          |        |

**Total Honorarium:** \$ \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_ Chair  
 \_\_\_\_\_ Department  
 \_\_\_\_\_ Date

**APPROVED:**

**DENIED:**

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

