

FAQS:

Q. What is the process for my collaborator to gain physical (badged) or remote IT access to JPL?

A. You will need to submit a request to JPL's E2190/JPL-ID web based system. The system is available at the NBS website, under the heading "E2190-On Boarding".

If your collaborator is a **foreign national**, there are additional requirements for submission into the E2190/JPL-ID. These can be viewed by visiting the [Office of Protective Services](#) website. For assistance with this process contact your Section/Division Business Administrator. The [Academic Liaison](#) is also available for assistance in this process.

Important Note:

If your collaborator is a Caltech faculty member, [Gregg Henderson](#), Caltech Chief of Security should be contacted. He can provide your collaborator the necessary documents required for this process.

Q. I am an external collaborator and recently found that my JPL access, (badge or remote IT) will soon or has lapse(d). I no longer partner with the JPL researcher who originally sponsored me, BUT I have new collaborations which necessitate continued access. What is the process for renewing my access to JPL?

A. For continued or renewed access, your **current JPL** sponsor is responsible for submission of a JPL E2190/JPL-ID request. If you are unable to contact either your sponsor or their business organization, please contact the [Academic Liaison](#) for assistance.

Q. I am in contact with an external postdoctoral fellow who desires to collaborate with me here at JPL. The fellow is seeking research support funding via their foreign government, or via fellowship programs such as the [Fulbright International Scholar](#) Program. However, to compete for these awards, an invitation from the potential hosting organization is required. How can this be obtained?

A. For collaborations of this nature, University Research Affairs (URA) has instituted the [JPL Visiting Postdoctoral Scholar process](#). Please contact the [Academic Liaison](#) for further details.

Q. I am collaborating with a faculty colleague, who wishes to have their undergraduate/graduate student visit JPL to conduct research with me. The visit will be externally funded by the university, is there any way to facilitate this?

A. Yes. The JPL Visiting Student Research Program (JVSRP) was established to accommodate these unique collaborations. The program was established by the Education Office in conjunction with the URA Office. Details of the program and requirements can be obtained by contacting [Rich Alvidrez](#), x4-1214.

Q. I would like to host a faculty colleague here at JPL, during their sabbatical. What is the process?

A. Hosting faculty members on sabbatical is possible as JPL encourages our researchers to invite their colleagues to spend time at the Lab, interacting on topics of mutual interest. Faculty sabbaticals are handled via the JPL “Hosting Volunteer” process, (formerly known as Visiting Independent Advisor (VIA)). For more information on this process, contact [Ray Lemus](#), Supervisor, Prime Contract & 1X/9X Contract Administration.

If support is required in addition to that provided by the faculty home institution, consider submitting a request to JPL’s Strategic University Research Partnerships (SURP), [Director’s Research and Development Fund](#) (DRDF), or [Center for Academic Partnership](#) (CAP) programs. [NASA Postdoctoral Program](#) (NPP) offers support through awards as Senior Fellows for this purpose as well.

Q. I am a lawful permanent resident (LPR) or green card holder and have a JPL badge. Can I escort visitors at JPL?

A. At this time LPR’s cannot escort visitors, UNLESS you have been issued a [Personal Verification Identification](#) (PIV) badge.