Dear Dr. McKelvey:

The Name of Institute at Brandeis University is delighted to invite you to be a Research Associate under the mentorship of Brandeis Faculty Mentor for the spring semester, 2017.

As Research Associate you will devote your time to your research project, “Name of Project/Subject matter focus”. As agreed, your stay on campus will extend from January 15, 2017 through May 12, 2017. You will not be employed by Brandeis University, but the Institute will award you a stipend of $12,000, payable in installments, for the duration of your visit with us. The stipend is to help defray living expenses during your time with us, and is not considered salary. The Institute will also provide you with housing in their apartment at 100 Charlesbank Way in Waltham. The housing is provided free of charge, though you may be asked to provide a deposit.

As a Research Associate the Institute asks you to take an active role in the intellectual life of the institute, participate in the Spring Seminar, and talk with students, faculty, and staff as your schedule permits.

If you are not a US citizen or permanent resident you will need to have a valid immigration status that permits you to receive a stipend from us. Please contact Ruth Brigham at ruth.brigham@brandeis.edu or (718) 736-3480 in the Brandeis International Students and Scholars Office for guidance and for the appropriate forms.

We very much hope you will join us for the spring 2017 term and ask that you send written acceptance of this offer to me by December 15, 2016.

Sincerely,

Edward J. Hackett
Vice Provost for Research

cc: Director of Institute
    Co-Director of Institute
    Office of Human Resources and Employee Relations