## 15AA. SAMPLE RESEARCH ASSOCIATE OFFER LETTER

[REMOVE FROM FINAL LETTER: Template Version: 2/26/24]

<<Date>>

<<FirstName>> <<LastName>>

<<Title>>

<<City>>, <<State>>

<<Postal Code>>

<<Country>>

Dear «Name»,

This letter confirms your academic appointment as a research associate in the [DEPARTMENT NAME/CENTER NAME] at Harvard University from [DATE] through [DATE]. You will be under the direct supervision of [P.I. NAME] and will be expected to adhere to all Harvard University rules and requirements.

This appointment is conditional on funding and institutional review. All appointments are contingent upon approval of an appropriate visa as required by U.S. Citizenship and Immigration Services (USCIS).  The Harvard International Office (HIO) helps individuals secure visas and other appropriate documentation allowing them to enter the United States and pursue their activities at Harvard.  If you need such assistance, and as federal regulations permit, HIO will assist you in the process of obtaining temporary visa status.  The United States government, however, remains the final arbiter of all immigration-related cases.  Furthermore, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted by a variety of conditions. It is ultimately the responsibility of the individual appointee to ensure they obtain an appropriate entry visa and any other required authorization prior to arrival at Harvard for their appointed term. In the event that you are unable to obtain a visa and any other required authorization within that time for any reason, Harvard shall have no obligation to pay the salary specified for the appointment.

This appointment may be renewed annually, with reappointments dependent on continued funding and satisfactory performance, with reviews according to the policies of the FAS. Reappointment beyond five years is not possible in this position. During the duration of your appointment, feedback on performance will be provided on an annual basis. If it is determined that your performance is not satisfactory, the appointment may be terminated before the appointment end date.

This will be a paid, [SPECIFY ONE: full-time/part-time], benefits-eligible position. You will receive $[SALARY] during the initial appointment period, paid to you in equal installments on the last business day of each month and will be eligible for Harvard University’s subsidized, comprehensive medical, dental, and vision health insurance benefits. Most of the benefit plans require a contribution from participants for coverage. More information on benefits costs is available at: <https://hr.harvard.edu/plan-rates-features>[.](http://hr.harvard.edu/files/humanresources/files/2015healthplanratechart_facultyandnon-unionstaff.pdf) Please note that you must enroll in benefits *within thirty days of the start date of your appointment*. As you must first complete your I-9 form, please contact [CONTACT NAME] at [PHONE NUMBER] or [EMAIL ADDRESS] for instructions on how to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits. More information on completing the I-9 form is also available at <https://oc.finance.harvard.edu/guidance-regarding-i9-collection-during-covid19?admin_panel=1>.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

All incoming faculty and researchers at Harvard University will be asked to review and sign an electronic version of the Harvard University Participation Agreement (<https://research.harvard.edu/research-policies-compliance/participation-agreements-and-visitor-participation-agreements/>) which is designed to help carry out the Harvard University Intellectual Property Policy and other research policies.  Please review and electronically sign the Participation Agreement by the start of your appointment. For information on other FAS and University policies pertaining to your appointment, please see the *FAS Appointment and Promotion Handbook* (<https://academic-appointments.fas.harvard.edu/>). If you are funded in part or wholly by a grant or an award, you will be informed which grant(s)/awards(s) you will be working on at any given time.

Full-time Research Associates are entitled to 20 days of vacation per year (accrued at a rate of 1.67 days per month). This time may not roll over from year to year, and there can be no payout of unused vacation time when an appointment ends. Please discuss your vacation and holiday plans with me in advance.

The Office for Postdoctoral Affairs website is an excellent source of information for incoming Postdoctoral Fellows and Research Associates: <https://postdoc.fas.harvard.edu/>. Information about Harvard’s many cultural and intellectual resources can be found at [https://news.harvard.edu/gazette/harvard-events](https://news.harvard.edu/gazette/harvard-events/).

Your work on [SUBJECT] in collaboration with Professor [NAME] is important and timely research. Formalities aside, we are enthusiastic about having you join our lab and are looking forward to working with you. Please contact [NAME OF LAB/DEPARTMENT ADMINISTRATOR] if you have any questions regarding the terms of your appointment.

Sincerely,

[NAME]

[TITLE]

Department of [DEPARTMENT NAME]