**Personal and Confidential**

ADDRESS

DATE

Dear NAME,

It is with pleasure that I send you this offer letter for a full-time, exempt position as a Postdoctoral Research Fellow in the Department of Genetics at Harvard Medical School. This offer is for a one-year appointment, beginning on DATE through DATE with the possibility of renewal depending on continued funding and satisfactory performance. The department will appoint you to Harvard Medical School as a Research Fellow.

I look forward to working with you on TOPIC(S) OF RESEARCH. ADDITIONAL DUTIES/RESPONSIBILITIES. The Postdoctoral Fellow position is intended to provide training to facilitate your transition to next stage of your career. In addition to your research, we expect you to participate in international conferences and publish conference and journal papers, to propose new directions and projects, assist in preparing research proposals, and to supervise and interact with graduate and undergraduate students. You may also have opportunities to assist with courses and to prep grant proposals.

Ahead of your one-year renewal date I look forward to a discussion of your achievements and progress during the first year and to working to set objectives for the following year. If it is determined that your performance is not satisfactory, your appointment may be terminated prior to your current end date.

Additional relevant information for the position, such as office/desk space, research allowance, travel allowance, Institute or Center affiliations and resources, etc.

*Compensation:*

DIRECT PAID (*fellowship or outside funding will be directly paid to the individual and they will NOT receive a Harvard paycheck. No personal funding – confirmation of funding is required prior to appointment being setup through HR*): I will cover your research costs while you are visiting my group, but you will be responsible for covering your living expenses, as I cannot provide you with a stipend. Your appointment is contingent on receiving outside support from XXXXX for the amount of $XXXXXX which needs to meet the Harvard Medical School postdoctoral fellow salary guidelines. The guidelines can be found here (<https://postdoc.hms.harvard.edu/guidelines>).

*Benefits*:

Your appointment is not benefits-eligible. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents. It is your responsibility to research the options and contact the insurance companies with specific questions relating to your individual needs.

The Massachusetts Health Care Reform Law requires that residents over 18 who can afford health insurance have coverage for the entire year or pay a penalty through their tax returns.

For more information please visit - <https://www.mass.gov/info-details/health-care-reform-for-individuals>

Full-time Postdoctoral Fellows are allowed 20 days of vacation per year (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.

Optional - - INTERNATIONAL on J-1 visas: As a requirement of being on a J-1 visa, the US government requires J-1 and J-2 dependents to have health insurance while in the US. For additional information regarding this requirement please visit - <http://www.hio.harvard.edu/j-visa-regulations-regarding-health-insurance-requirements>.

*Work Authorization:*

Optional - - INTERNATIONAL: The Harvard International Office (HIO) helps individuals secure status in which to work at Harvard. If you need such assistance with visa sponsorship, please reach out to your Academic Affairs Manager/department admin which will coordinate with the HIO to help with the process of obtaining temporary visa status. If there is an unavoidable delay in securing your visa, your appointment dates may be adjusted by mutual agreement. We are obligated to mention, however, that any appointment at Harvard is contingent upon obtaining appropriate visa status and that the government is the final arbiter of all immigration-related cases.

*IP Policy:*

Prior to the start date of your appointment, you will also need to sign a copy of Harvard University’s participation agreement which is designed to help carry out the Harvard University Intellectual Property Policy and other research policies. Your Academic Affairs Manager/department admin will send you a copy of the form to review and sign.

*Policy and Resources:*

If you received or will receive your doctoral degree within one year of your appointment start date, please note that the Harvard Medical School Human Resource Office must receive official confirmation (copy of your diploma or a letter from your university confirming your degree) that you have completed all requirements for your doctoral degree prior to your appointment start date.

Policies and procedures –

* Harvard University Policies - <https://hr.harvard.edu/university-policies>
* Harvard University Data Management - <https://researchdatamanagement.harvard.edu/policies>
* Harvard Medical School Policies - <https://hr.hms.harvard.edu/working-hms/policies-procedures>
* Harvard Medical School Postdoctoral Fellow Office - <https://postdoc.hms.harvard.edu>
* Harvard Medical School Research Data Management: <https://datamanagement.hms.harvard.edu>

*RCR-Responsible Conduct of Research:*

As a postdoctoral fellow engaged in research at Harvard Medical School you are required to participate in Responsible Conduct of Research (RCR) training. The Division of Medical Ethics within Harvard Medical School holds a course annually. More details can be found on the website: <http://bioethics.hms.harvard.edu/rcr-responsible-conduct-research>. The website also provides information about other RCR courses in the area. Send an e-mail to [RCR@hms.harvard.edu](mailto:RCR@hms.harvard.edu?subject=notify%20Fall%202013) to be notified when the next series of sessions is scheduled.

*Cultural Activities:*

As a member of the Harvard community, you will have access to library and computer facilities, and you can purchase a membership for the Harvard recreational facilities. There will be cultural activities that you may participate in. Information about Harvard’s many cultural and intellectual resources can be found at (<http://news.harvard.edu/gazette/harvard-events>).

We are enthusiastic about having you join our group and are looking forward to working with you. If you have further questions about your appointment, please contact your Academic Affairs Manager/department admin name and email. Please convey your response to this offer in writing by contacting Academic Affairs Manager/department admin name and myself.

Sincerely,

Faculty Member/Hiring Manager

Title

CC: Academic Affairs Manager/department admin name

I have read this letter and accept the terms as stated in this letter:

Print First and Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_