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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | DEPARTMENT OF <<*department name*>>**Faculty of <<*faculty name*>>****University of Moratuwa**Katubedda, Sri Lanka (10400)

|  |  |  |  |
| --- | --- | --- | --- |
| *Tel:* | *<<supervisor’s phone no>>* |  |  |
| *E-mail:* | *<<supervisor’s e-mail>>* |  |  |
| *Fax:* | *<<supervisor/department fax no>>* |  |  |

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 **Prof./Dr./Mr./Ms.<<*PI’s name*>>***<<qualificatiuons>>*

<<*date*>>

<<*name*>>

<<*address*>>

Dear Mr./Ms. <<*RS’s name*>>,

**Research Scholar for <<*grant name*>> - <<*grant number*>>**

I am pleased to obtain your service as a Research Scholar (RS) for the above project entitled <<*title of research project*>> with effect from <<effective date of appointment>>. Details of the your research project are as follows:

InitialProject Title: <<*title of the project assigned to RS*>>

 Duration: <<*start date andduration in months/years*>>

 Mode: Full-time/Part-time

 Research Lab: <<*title of the research lab where RS will have office*>>

As per the guidelines issued by the <<*funding agency*>>, you will be paid a monthly stipend of LKR <<*amount*>>as anRS.

As an RS you are required to be in the <<*name of the lab, field*>> Lab as required for the Project. Moreover, you are expected to enroll in <<MSc/MPhil/PhD program if RS is to be registered for a program>>. You are also required to participate in research-related workshops and seminars organized by the Lab, Department, and the Faculty to strengthen research skills. You are expected to regularly follow up the research progress with me. At the completion of the RS assignment, you are expected to publish <<*any expectations on publications as per project/department/faculty requirement*>><<and any additional terms of references as in attached Annex>>. As per the grant’s requirement, you need to acknowledge the funding agency in all your publications.

I checked your documents relevant to academic qualifications. This award is contingent upon the following conditions: (1) validity and correctness of your academic qualifications where you have earned <<degree, class, and University>>, (2) the project and/or the department determining that sufficient funding exists to support this appointment; (3) your satisfactory completion of relevant course and research work; (4) your adherence to all University policies, regulations, directives, guidelines, and student codes; and (5) compliance with all other conditions as indicated elsewhere in this award letter.

Moreover, the project has no obligation to extend your service beyond the stipulated duration. If you leave the RS position without completing the expected research work, the project has the right to fully/party recover the stipend paid to you.

Obtaining your service does not create any employer-employee relationship and you are treated as an independent contractor for all purposes. Accordingly, you are not entitled to any employment benefits.

Yours Truly,

<<PI’s name>>

<<PI’s title>>

CC: Bursar

 Chairperson/SRC

 Head, <<department name>>

 <<any other>>

To be signed by the Research Scholar:

I agree to the above terms and conditions.

Name of the Research Scholar:

Date:

Signature of the Research Scholar: