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|  | Division of <<*Division name*>>**Institute of Technology****University of Moratuwa**Diyagama, Homagama

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| --- | --- | --- | --- |
| *Tel:* | *<<PI’s phone no>>* |  |  |
| *E-mail:* | *<<PI’s e-mail>>* |  |  |
|  |  |  |  |

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 **<<*Title and* *PI’s name*>>**

<<*date*>>

<<*name*>>

<<*address*>>

Dear Mr./Ms. <<*RA’s name*>>,

**Research Assistant for ITUM Research Grant - <<*grant number*>>**

I am pleased to obtain your service as a Research Assistant (RA) 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 and duration in months/years*>>

 Mode: Full-time

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

As per the guidelines issued by the ITUM Research Unit, you will be paid a monthly stipend of LKR <<*amount*>>as anRA.

As anRA you are required to be in the <<*name of the lab, field*>> Lab as required for the Project. You are also required to participate in research-related workshops and seminars organized by the Lab, Research Unit, and the Division to strengthen research skills. You are expected to regularly follow up the research progress with me. At the completion of the RA assignment, you are expected to publish <<*any expectations on publications as per project/Division/ITUM requirement*. As per the grant’s requirement, you need to acknowledge the funding agency in all your publications.

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 Division determining that sufficient funding exists to support this appointment; (3) your satisfactory completion of relevant research work; (4) your adherence to all ITUM 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 RA 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 >>

CC: SAB

 Head/ITUM RU

 Head, <<division name>>

 <<any other>>

To be signed by the Research Assistant:

I agree to the above terms and conditions.

Name of the Research Assistant:

Date:

Signature of the Research Assistant: