

**Research Intern Offer Letter template**

Date

Dear **{name}**:

On behalf of the University of Iowa, Department of **{Dept. Name}**, I am pleased to offer you a temporary 100% time position as a Research Intern which will begin **{Date}** and will continue through **{Date}**. Your annual salary will be **{$$$}** and you will be eligible for the benefits as outlined on the University of Iowa Post-Baccalaureate Research Internship’s website: <http://research.uiowa.edu/students/post-baccalaureate-research-internship>. This offer is contingent upon the verification of your bachelor degree, proof of US Citizenship or permanent residency, and completion of successful credential and criminal background checks.

Under this status, you are required to participate in a retirement plan with either IPERS or TIAA. Selecting a retirement plan is an irrevocable decision that must be made within 60 days of your hire date. The University Benefits Office will be sending you information about these plans and a Retirement Plan Election Form. Retirement plan contributions will begin on your first paycheck. If you do not submit a Retirement Plan Election Form before your first paycheck, you will automatically have IPERS contributions deducted from your first paycheck. If you later select TIAA before the end of your 60 day elections period, your IPERS contributions will be refunded and your TIAA contributions will begin on the following paycheck.

As a condition of employment, you will be required to receive all payments by direct deposit. You may sign up for direct deposit on the University Self Service web site shortly after you begin your appointment. <http://hris.uiowa.edu/selfservice/>

You are also required by federal law to complete an I-9 form to verify your eligibility for employment.  The University expects this form to be completed prior to your employment whenever possible, or on the day you begin work.  Please be prepared to present the documents necessary to complete this form and confirm your eligibility (see I-9 information <http://hr.uiowa.edu/immigration/i-9-information>).

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [*Policy on Sexual Harassment and Sexual Misconduct*](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available). To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin. Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education website](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information)

As required by federal contracting regulations, the University of Iowa must provide persons who have been extended a job offer the opportunity to self-identify as a protected veteran and/or as an individual with a disability. This information is used to monitor and report on the university’s equal employment opportunity/affirmative action programs. Submission of this information is **voluntary,** and refusal to provide it will not subject you to any adverse treatment. Please take a moment to visit the [Post Offer Self-identification website](https://jobs.uiowa.edu/postOffer) and complete the voluntary self-identification form. If you prefer to complete the form by mail, please contact the Office of Institutional Equity via email (oie-ui@uiowa.edu) or phone (319-335-0705).

As a condition of your employment, you are required to follow all university policies, including the University of Iowa Intellectual Property Policy under which the University of Iowa Research Foundation (UIRF) assumes ownership of qualifying inventions as that term is defined in section 30.3.b(2) of the University of Iowa Inventions Policy and of copyright in works described in section 30.4b(2)(b) of the University of Iowa Copyright Policy. Upon commencing employment at the university, you hereby assign all right, title, and interest in qualifying inventions and such copyrights to UIRF.

The University of Iowa, in an effort to promote the health and well-being of all of its faculty, staff, students, and visitors, has chosen to maintain a tobacco free environment. All tobacco use is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

We encourage you to contact your HR Representative to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

We look forward to hearing from you and to welcome you as a member of a team dedicated to excellence in research and education. To indicate your acceptance, please sign and date below and return to **{Name and/or Location}**.

Sincerely,

(Signature)

Name, Title, etc.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_