SU dept Letterhead

<DATE>

Professor Name

Campus Address

Email/phone

Dear Prof. NAME:

We look forward to working with you in the *Sponsored Programs Award Title.* This is an important program for the <School> and <Department/Programs>, and we welcome your valuable input. This document will serve as a contract for your extra service / overload participation in the program and will outline your responsibilities.

**Description of Responsibilities:**

You are scheduled to participate in <number> of <programmatic activities>:

1. Describe activities,
2. location,
3. frequency,
4. time/ duration.
5. ….

**Compensation** as <Extra Service or Overload> for your participation has been set at <amount> (plus expenses incurred for travel to <location> if applicable). Compensation for extra service is for short-term *non-teaching* *activities* and for overload is for short-term *teaching activities;* either being unrelated to your core responsibilities or associated competencies as conveyed in your University appointment letter or job description.

Please sign this letter and return the original to <PI’s address>. If you have any questions, please contact me at <PI’s support personnel>.

|  |  |  |
| --- | --- | --- |
| Sincerely, |  | Agreement: |
|  |  |  |
| PI name  |  | Name |
| Title |  | SU Id #: |
|  |  |  |
|  | Supervisor Agreement: |  |

**Award Project No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**