**OFFER LETTER TO**

**DOMESTIC VISITING RESEARCHERS**

**FROM UNIVERSITIES OR GOVERNMENT AGENCIES**

**[Name and address of visitor]**

Dear **[Visitor]**,

On behalf of **[insert department and college]** at the University of Maryland (“Maryland”), it is my pleasure to extend this invitation to for **[visitor]** to enter into a temporary arrangement as **[name of proposed ARS title; e.g., Visiting Research Associate]** within **[department or other unit]. [Name of UM host faculty member], [title and affiliation of host faculty member]** will serve as **[visitor’s]** host. **[Visitor]** will work with him/her on **[insert description of research and project titles].** This invitation is subject to the following conditions:

1. **[add any conditions, such as access to equipment; if no conditions, delete this section and the previous sentence]**

**[Visitor]** will visit Maryland during **[sabbatical leave/semester].** His/her visit will commence in **[month year]** and end **[month year]** (the “Term”), the exact dates to be confirmed at a later time. Maryland and/or **[visitor]** may terminate this visit at any time by giving written notice to all parties.

**[Visitor]** will not be employed by Maryland and Maryland will not provide any financial remuneration or benefits to **[visitor].** **[Visitor]**’s position is not governed by or subject to the University System of Maryland or Maryland Policy on Appointment, Rank and Tenure of Faculty.

**[Visitor]**’s participation in Maryland research will be conducted in accordance with the terms of any sponsored research agreements that are in place for the anticipated research and federal laws and regulations related to such research. **[Visitor]** agrees to comply with any requirements set forth by Maryland for the receipt, handling, distribution, and usage of any technology provided to **[visitor]** during his/her visit.

University of Maryland policies and procedures, including those regarding publications and conflicts of interest will apply to **[visitor]** and his/her work during the term of his/her visit. Policies may be found at <http://www.president.umd.edu/policies/>. In order to accommodate conflicts between Maryland’s intellectual property policy (which gives Maryland ownership of intellectual property created by visiting researchers under sponsored research agreements or using University resources) and the policy of [**university name or government agency**] (which likely gives it ownership of intellectual property you create while at Maryland), Maryland waives its policy of exclusive ownership and agrees that any intellectual property [**visitor**] creates while at Maryland will be jointly owned by Maryland and [**name of university or government agency**]. Intellectual property shall be disclosed to each party in accordance with its policies. The parties agree to decide jointly whether to commercialize jointly owned intellectual property.

Any disagreements that may arise during **[visitor]**’s visit between Maryland and **[visitor]** will be governed by the laws of the State of Maryland excluding its conflicts of laws rules.

This letter states the entire agreement between **[visitor]** and Maryland regarding **[visitor]**’s status and participation in **[department/unit]** research. This agreement may not be modified except by a written amendment to this letter signed by **[visitor]** and an authorized official of Maryland.

This invitation and agreement are contingent upon (a) receipt from **[visitor]** of this letter signed by **[visitor]**; (b) approvals and signatures of the University of Maryland administration as indicated on the signature page; and (c) **[visitor]**’s compliance with Maryland policies and procedures and compliance with State and Federal laws and regulations. If these conditions are not met, this invitation will automatically become void. Please contact **[name, title and contact information of department contact],** in the event of any questions about this offer.

Please sign this letter below to signify acceptance of this offer, and return one original to me as soon as possible. After receiving the signed agreement, **[department/unit contact person]** will submit the required information to allow access to Maryland’s facilities. Upon receipt of approval from the Maryland administration, we will return a copy of the fully executed original to you. Until such approval is provided, this letter agreement constitutes an offer only and not a contract. Feel free to contact **[names of UM contacts]** with any questions you may have.

Sincerely,

**[Name of department/unit head]**

**[Title and affiliation]**

**Accepted and agreed to:**

By:

**[Signature of visitor]** Date

**University of Maryland Approvals: [obtain approvals in the order listed]**

By:

**[Signature and title of Faculty Host]**  Date

**[Department/unit]**

By:

**[Signature and title of department/unit head]**  Date

cc: **[department contact's name, phone, email]**