[Date]

[Name]

[Address]

Re: Invitation to Visit the University of Pittsburgh

Dear [Name]:

The University of Pittsburgh is pleased to provide you with this letter of invitation to visit the [Department/Institute] as a Visitor for the anticipated duration of [define period of time/visit] effective [date range].

*[If the Visitor is provided a Living Allowance Award]*

During your visit, you will be provided with a Living Allowance Award for the above time period. The total amount of your Living Allowance Award is [Total Award Amount Here], to be paid in [# of payments] quarterly payments. Specifically, your Living Allowance Award is intended to assist in covering some of your living expenses (examples of typical living expenses are room and board, health insurance, and transportation including PAT bus passes). You will be responsible for all applicable taxes related to your Living Allowance Award payments.

*[If the Visitor is not provided a Living Allowance Award]*

As a Visitor, you or your sponsoring institution will be responsible for all of your living and associated expenses during this period.

*[If performing research in the Health Sciences schools, include the following]*

Also, since you will not have the appropriate licensure, you will not be able to participate in any hands-on clinical or patient-related activity. You will, however, upon completion of the required training, be able to participate in other research activities, including conferences, but your ability to participate in clinical research may be restricted.

*[If performing research in the non-Health Sciences schools, include the following]*

Upon completion of the required training, you will be able to participate in most areas of research activity, including conferences.

The purpose of your visit is to [describe in detail the purpose of the visit and any anticipated research and collaborative activities here]. The Department of [Insert] will be your sponsor and [Name of individual responsible for/overseeing the visitor] will be responsible for overseeing your activities during your visit.

If you would like to accept this invitation to visit the University of Pittsburgh for the purpose stated above, you [and your current employer] should sign and return the Visitor Participation Agreement, which incorporates terms of this letter and includes any applicable addendums, that are attached to this invitation letter.

In the meantime, if you have any questions or concerns, please contact [Name] at [(412) xxx-xxxx].

Sincerely,

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[Name]

[Department Chair]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Supervisor]

[Title]

cc: [Departmental Administrators]

encl: [Visitor Participation Agreement]

 [Any other relevant documents]