*[Insert USU Department Letterhead]*

[ADDRESSEE]  
[ADDRESS LINE 1]  
[ADDRESS LINE 2]  
[CITY, STATE, AND ZIP CODE]

[DATE]

Dear [NAME],

It is my pleasure to invite you to Utah State University (“USU”) as a Fulbright Visiting Scholar for      <<NUMBER>> of months from      <<PROGRAM START DATE>> to      <<PROGRAM END DATE>>.

Your participation as a visiting scholar at USU is connected with the research project and objectives as set forth in the enclosed Scope of Research, where anticipated research objectives are described. We believe that your academic and professional experience, including your current employment as      <<POSITION>> at      <<INSTITUTION>>, qualify you to achieve these objectives. USU’s      <<DEPARTMENT NAME>> will provide you with      <<PROVISIONS E.G. DESK, PHONE, LAB ACCESS, FACILITIES ACCESS FEES>> to support our collaborative research objectives. <<INCLUDE THE FOLLOWING IF ENGLISH IS NOT THE SCHOLAR’S NATIVE LANGUAGE>>[We believe that your English language skills are sufficient to conduct the proposed collaboration and for daily interactions in the local community, as per our verbal      <<METHOD E.G. SKYPE>> conversation on      <<DATE>>.]

During your visit, you may be exposed to USU’s confidential information and intellectual property. You will be required to attend an orientation with the Office of Research Integrity and Compliance and sign a Research Participation Agreement as a condition of your visit and prior to your being granted access to USU’s campus, laboratories, network, etc.

Sincerely,

<<Signature>>

      <<NAME>>

      <<TITLE>>

Enclosures:

Scope of Research

By signing below, I certify that I have read and understand this letter, and I accept the expectations as described herein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCOPE OF RESEARCH

<<THE SCOPE OF RESEARCH IS INTENDED TO OUTLINE THE ANTICIPATED RESEARCH OBJECTIVES OF THE VISITING SCHOLAR AND GENERALLY EXPLAIN THE REASON FOR THE VISIT. PROVIDE AS MANY DETAILS AS POSSIBLE.>>

|  |  |
| --- | --- |
| Visiting Scholar Information | |
| Name: | Home Institution: |
| Email: | Title: |
| Telephone: | Home Address: |

|  |  |
| --- | --- |
| Host Faculty Member Information | |
| Name: | Department: |
| Email: | Title: |
| Telephone: | Mailing Address: |

1. Duration:

Program Start Date-

Program End Date-

1. Brief Description of the Anticipated Research:

      <<DESCRIBE APPLICABLE TIMELINES, GOALS, PROJECT DETAILS, AS APPLICABLE>>

1. Anticipated Data to be Collected, Publication(s) to be drafted, Patent Application(s) or inventions to be generated, or other Intellectual Property to be created:

      <<ENUMERATE ANTICIPATED DELIVERABLES OR WORKPRODUCT. IF A PAPER IS ANTICIPATED TO BE DEVELOPED AS A RESULT OF COLLABORATION, INCLUDE THE GOAL AND DESCRIPTION. IF A DATA SET IS TO BE GENERATED OR EVALUATED, DESCRIBE IT.>>