

**MEMORANDUM OF AGREEMENT**

**This letter shall be given to new Research Assistants and Associates by the Principal Investigator.**

**APPENDIX 1**

**To be attached to Assignment Authorization**

**(Supervisor is to check the two appropriate boxes and fill in the appropriate blanks.)**

\_\_\_\_\_  
**(Date)**

**To the (prospective) employee:**

**The position described in the attached Assignment Authorization is funded by a grant (supervisor to check one).**

\_\_\_\_\_ which has been funded through \_\_\_\_\_ with no commitment of any  
**(Date)**  
**kind for additional funding**

\_\_\_\_\_ which has been funded through \_\_\_\_\_ with a *moral commitment* by  
**(Date)**  
**the granting agency to fund it for an additional \_\_\_\_\_ years.**

**Except for termination for cause or revocation of funding, the following applies: (supervisor to check one)**

\_\_\_\_\_ **Provided your work is satisfactory, provided funding is received as expected, provide the direction of the project does not change in a way which requires a different type of expertise, and provided some other unforeseen circumstances does not arise, you can normally expect to be reappointed annually until\_\_\_\_\_ . However, you should be aware that while the appointment is effective up to the date shown on the Assignment Authorization, it is not guaranteed beyond that date.**

\_\_\_\_\_ **Despite the availability of funding beyond the date shown on the Assignment Authorization, this is a temporary position and, while it is effective up to the date shown on the Assignment Authorization, you can not expect to be reappointed beyond that date.**

\_\_\_\_\_  
**(Supervisor)**

**I have read and understand the above conditions.**

\_\_\_\_\_  
**(Prospective) Employee**