

**Rowland Institute at Harvard
Personnel Info for Review by Mike,
paid and unpaid by Rowland.**

Pre-approval is required by emailing Mike the following:

Rowland Supervisor	
Name of Hire	
Home Institution	
Harvard ID (if applicable):	
Position/Appointment at RIH – undergrad/masters/grad/postdoc/staff/etc. (if undergrad, see separate guidelines*) (volunteer not permitted)	
Call referee(s)	
Length of Term at RIH Start and End Date (pls be specific for the appt)	
Paid by RIH? and if so, amount?*	
If unpaid and requires a visa: Postdoc – evidence of \$47,500 per annum +health Grad – evidence of \$35K per annum + health Masters - evidence of \$30K per annum + health	
Description of project and duties	
Expected Learning outcome	

<i>Prerequisite skills</i>	
<i>Hours in lab per week*</i>	
<i>Funding source for salary</i>	
<i>Funding source for materials, etc.</i>	

** See separate undergraduate guidelines.*