[University/HEI]

## *All headings below are mandatory. Descriptive information in red typing should be removed.*

## Invitation for [name of applicant] to work and research at [University/Department] from [date] to [date]

**Reason for inviting and hosting the applicant**

Describe the reason for inviting and hosting the applicant.

**Relevance of research for the department**

Describe how the applicant’s proposed research fits into the research and expertise of the department or research team involved.

**Applicant’s role in research team/department**

Describe the applicant’s proposed role in the research team and/or in the department.

***Commitment of the hosting department***

**Support required to conduct the proposed research**

Describe the support required to conduct the proposed research and how this will be provided for the applicant.

**Needs for premises, equipment and other infrastructure**

Describe how the department will fulfil the applicant’s need for premises, equipment and other infrastructure.

**Development of the applicant**

Describe how the research environment will support the development of the applicant’s scientific career, networks and competence.

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[first name, last name]

Department head/equivalent

Group leader / contact person at the department:

[First Name, Last Name, Telephone number, email address,

Postal adress]