

## Checklist for letter of offer

### Student information

Name of student:

McGill ID if applicable:

Email:

### Supervisor information

Name of supervisor:

### Title of position:

- ☐ Undergraduate Summer Research Opportunity (is currently a McGill undergraduate student who has registered for the upcoming Fall term **and** was registered for the previous Winter term.
- ☐ Undergraduate Research Trainee (is not currently registered as a McGill student but is currently enrolled in an undergraduate degree at another institution, **or** is a McGill student that has graduated the past term or will be graduating the next term) – Must fill out [UGRT](#) registration form.
- ☐ Graduate Research Trainee (is not currently registered as a McGill student but is currently enrolled in an graduate degree at another institution – Must fill out [GRT](#) registration form.

### Title of project:

### Salary:

☐ Yes

As per the department guidelines,  
the minimum is:

15 weeks \$6750

FOAPAL to use:

Total amount:

### Duration of hire:

Start Date:

End Date:

### Is the student a Canadian citizen:

☐ Yes

☐ No

☐ No

- If self-funded:

- Name of scholarship:

- Date of scholarship:

### Student signature:

### PI signature:

Please send the filled form and any questions to Chelsea Briand-Pitts by  
email at [chelsea.briand-pitts@mcgill.ca](mailto:chelsea.briand-pitts@mcgill.ca)