**Letter concerning financial support for a doctoral student already employed, or to be employed, at the department of Learning, Informatics, Management and Ethics at Karolinska Institutet**

*Responsibility for setting up the letter lies upon the principal supervisor. To be signed by research group leader*

**The letter should contain the following**

**N**ame of doctoral student including personal number/passport number, and title of research project

**F**unding for the doctoral student

* Time period for the funding
* State full time or part time percentage funded for doctoral student
* Salary or stipend amount/monthly remuneration
* Funder(s)
* If applicable: costs for travel to/from Sweden from/to home country
* If applicable: costs for residence in Sweden
* Costs in connection with international conferences
* Costs in connection with half-time seminar and doctoral defense

**F**unding for project related costs

* If applicable: travel in connection with project implementation
* If applicable: living expenses in connection with project implementation
* If applicable: miscellaneous operative costs for project implementation

**F**unding for ‘overhead’ costs

* IT-costs, room, computer, supervisor remuneration, etc.

**D**o not forget the signatures on contracts by research group leader or similar and main supervsior

* Date
* Signature
* Name in block capitals
* Title/position

**A**ttach important documents, for example contracts, approval by grant provider regarding stipend conditions, percentage, time period, etc.