**Checkpoints for 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**

*Updated Oct 2024*

Responsibility for setting up the letter lies with the applying principal supervisor.

To be signed by research group leader.

This document can be used and filled out or send in a new document that covers below information.

**The letter should contain the following:**

1. Name of doctoral student if already employed *OR* TBD (To be decided) after recruitment process.

2. Funding 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

3. Funding 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

4. Funding for ‘overhead’ costs

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