**Email Template: Offer Letter for Accepted Scholars**

Dear [*names of scholars here*],

Congratulations! You have been selected as a [*year*] [*name of program*] Scholar!

This is a tremendous accomplishment and speaks highly to your potential to be a successful scientific researcher.

The fellowship committee was very impressed by your accomplishments thus far and your enthusiasm for neuroscience research.

As a [*name of program*] Scholar you will participate in a full-time research position across the weeks of **[*dates of program*]** within a [*name of school*] laboratory and receive **a [*$ amount*] stipend**.

In addition, you will have access to mentorship and support for navigating academic research for the remainder of your undergraduate education.

Please carefully read the program expectations listed below along with the provided benefits and let us know by **[*due date*]**if you will be accepting this fellowship.

**Once you have formally accepted the offer,** we will set up a meeting with you to further discuss research lab placement.

**Program Expectations for Scholars:**

· Scholars must participate full-time (40hrs/week) in research and attend all program-related activities during the [*program duration*]-week program.

· Scholars cannot be employed or be taking classes during the [*program duration*]-week research period.

· Scholars must present their research in the form of a scientific poster or talk at a research symposium.

· Scholars must submit a 2-page written report on their research topic and any progress made by the end of the [*program duration*]-week research period.

· Scholars must be prepared to give a short 5 minute “elevator pitch” style talk on their research by the end of the [*program duration*]-week research period.

**Benefits**:

· Each scholar will be provided a [*$ amount*]stipend for the entire [*program duration*]-week research period.

· Each scholar will be paired with a Faculty Mentor for the duration of the [*program duration*]-week research period. These Faculty Mentors will be pre-selected by the Colors of the Brain graduate mentors to ensure they can provide a constructive and positive research environment.

· Each scholar will be paired with 2-3 Graduate Student Mentors. Graduate Mentors will span a variety of fields within the brain sciences and from different stages of their graduate careers.

· Scholars will attend a series of workshops on scientific writing, research, and applying to graduate school.

· Examples of workshops: How to Read a Research Paper; Basic Computational Methods; How to Make a Scientific Research Poster; How to Write about your Research; Applying to Paid Research Opportunities for Undergraduates; Careers in STEM Panel.

· The program will provide social and community building events throughout the Summer. Scholars will continue to receive academic support and mentorship from [*name of program*] throughout the remainder of their undergraduate education.

· Opportunities to practice science communication skills by presenting at a Summer research symposium.

· Assistance will be given to [*name of program*] Scholars in their future applications for other individual research fellowships at [*name of school*].

Once again, congratulations and have a wonderful day, we look forward to your response!

The [*name of program*] Scholars Program Reviewing Committee