**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**ZERO-DOLLAR RESEARCH INTERN LETTER**

[date]

[name and address]

Dear [name]:

On behalf of the [name of Department/Center] at the University of Wisconsin-Madison I am pleased to confirm your zero-dollar appointment as Research Intern effective [start date] through [end date]. This appointment entails no financial support from the University of Wisconsin. The source of your support is the [source of support] which will be paid directly to you.

During this time, you will be collaborating with [name of professor] training on your research of [specialization/project description].

(*Add this paragraph if on J-1 visa)*

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/integrity-and-other-requirements/export-control/).

UW-Madison prohibits discrimination against applicants, employees, students, and visitors to campus who wish to participate in university programs or activities. Information about relevant law, policies, resources, complaint procedures and protected bases, including how to contact the Title IX and Americans with Disabilities Act Coordinators and on nondiscrimination on the basis of sex in federally assisted programs is available at: <https://www.oed.wisc.edu>.

Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW–Madison employee, if, in the course of **employment**, you observe or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW–Madison sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

We look forward to a mutually rewarding working relationship with you. If you have any questions or concerns about your appointment with us, please do not hesitate to contact me.

Sincerely,

[name of person signing letter]

[title of person signing letter]

xc: [name of any individuals to be copied]