**From:** "Kuhlman, Julie [M S E]" <jkuhlman@iastate.edu>  
**Date:** Monday, March 25, 2019 at 11:50 AM  
**To:** "Bowler, Nicola [M S E]" <nbowler@iastate.edu>  
**Subject:** Instances requiring shorter than term LOIs

Nicola,

Right now the Grad College wants to introduce a policy of eliminating LOIs shorter than a semester or summer term.  The argument being that LOIs need to reflect academic semester enrollment and minimum requirements associated with being classified a student on assistantship.

This semester In MSE we have run into at least two situations where we have needed to generate LOIs shorter than a semester term:

1. We had an international graduate student ( very competitive recruit) whose GRA is associated with a project in Ames Lab.  As an international student it can take 2-3 weeks  to get the appropriate security clearance. To ensure he was enrolled and able to be paid with health insurance, he worked on a different project for a couple of weeks.  We had to generate a short LOI associated with that project until Ames lab could generate an LOI.
2. We have some funding sources that are approved in shorter increments, as illustrated below.

**From:** "Fifield, Leo S" <leo.fifield@pnnl.gov>  
**Date:** Monday, March 25, 2019 at 12:41 PM  
**To:** "Bowler, Nicola [M S E]" <nbowler@iastate.edu>  
**Subject:** RE: Request for Proposal No. 519180

Hi Nicola.

The intention is for 12 months at $80k, to be funded incrementally $20k at a time, including this first increment, as our DOE funding permits.

The extension of the contract into FY20 assumes that funds will continue to be available for this work in FY20 (after September 2019).

Thanks,

LEo

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**Leo Fifield**

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