This Letter of Intent declares that *COMPANY’S FULL NAME (SHORT NAME)* (hereinafter Company) and *NAME OF THE POST DOC* (hereinafter Post doc) aim at collaborating in the Post Docs in Companies (PoDoCo) program coordinated by DIMECC Ltd regarding *RESEARCH TOPIC (hereinafter Research topic)*.

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| --- | --- | --- |
| The proposed collaboration covers a period of \**(including both research period and targeted research period)* | *N* | months |
| Research period from | *dd.mm.yyyy* | to | *dd.mm.yyyy* |
| Targeted research period from | *dd.mm.yyyy* | to | *dd.mm.yyyy* |

\*) Please note that the period of the grant received may differ from the applied grant period.

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| Motivation: |
| *Please add a short description of your organization’s need for strategic renewal and how the research topic and planned collaboration address these needs.*  |

The Company shall not restrict the Post doc’s right to publish the results and findings related to the Research topic generated during the grant period. The Company shall engage to the collaboration under this Letter of Intent by appointing adequate resources in order to perform the actions needed hereunder. As a partner of the collaboration, Post doc shall use all reasonable efforts in order to perform the tasks as set out in the research plan.

We have familiarized ourselves with the practices related to PoDoCo program and are willing to accept them as they are. Company will not represent this Letter of Intent as a formal commitment to hire the Post doc after PoDoCo grant period. Post doc will not represent this Letter of Intent as a formal commitment to work for the Company after PoDoCo grant period. Instead, this document serves as a sincere aim for an employment relationship to take place after the grant period and a serious commitment by both parties to try to make it happen.

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| *PLACE AND DATE**[company]**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLARIFICATION OF SIGNATUTERE OF AUTHORIZED PERSON**TITLE**ORGANIZATION* | *PLACE AND DATE**[post doc]**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLARIFICATION OF SIGNATUTERE*  |

*Please fill in the boxes which are indicated with italics letters in bold. If some item is not relevant in your case, you can delete such items. Please note that this sample letter is only a guide to subjects that should be covered in a letter of intent. It is not necessary to follow the exact phrasing of this sample letter.*

ANNEX I PoDoCo program Manual