

HOW TO CONTACT P.I.S* FOR SUMMER RESEARCH EXCHANGE

P.I. = Principal Investigator

Helpful Links:

<https://ugr.ue.ucsc.edu/email>

<https://ugradresearch.uconn.edu/email-etiquette/>

Format:

- Introduce yourself.
- Explain the purpose of your email.
- Briefly explain your interest in the P.I.'s research group.

What to include:

- Resume/academic CV.
- Transcript (you can download from Acorn).
- Motivation letter (if applicable).
- Time period and duration for when you expect to be in the lab.
- Program details:
 - o participating in a research exchange program under a partnership agreement between the University of Toronto and [insert institution]
 - o the University of Toronto is providing a financial award
 - o course credit (PCL/CSB/HMB/APS)
 - o practical experience hours (Engineering only)
- Contact information at the end of your email (email address, phone number).

Tips:

- Be formal: Address the P.I. by Dr. or Professor [Surname].
- Be concise: P.I.s are very busy and often do not have time to read long emails. If the purpose of your email is not clear within the first few sentences, it might be disregarded.
- Be specific: Sending the same generic email to several professors will not have as much success as genuine emails tailored to each P.I.
- Be patient: It is not uncommon to wait a week or two for a reply from a professor. Try to send your email(s) out well ahead of any deadlines (this also goes for asking professors for reference letters!).