

From: Todd Marcks tmarcks@ncsu.edu 
Subject: NIH Molecular Biotechnology Training Program Offer
Date: July 2, 2018 at 12:33 PM
To: Jessie Garcia jmgarcia@ncsu.edu
Cc: Gavin Williams gjwillia@ncsu.edu, David Shultz david_shultz@ncsu.edu, Katie Elliott kmelliot@ncsu.edu, Robert Kelly rmkelly@ncsu.edu, Laura Schenkman lschenk@ncsu.edu, David Shafer dmshafer@ncsu.edu



Ms. Jessie Garcia
[REDACTED]

Dear Ms. Garcia:

It is my pleasure to offer you a Molecular Biotechnology Training Program (MBTP) Traineeship for your graduate research in Dr. Gavin Williams's laboratory in the Department of Chemistry. This is normally a two-year program, beginning **July 1, 2018**, with the second year's support contingent upon satisfactory progress, participation during the first year of the traineeship, and availability of funds.

Details about the MBTP, guidelines and procedures for use of your book, supply, equipment and travel allowance, and information about taxes are enclosed with this letter. In short, the MBTP carries with it an annual stipend of \$24,324 (the Department and your advisor can choose to supplement this to the typical graduate stipend), plus an allocation of \$1,812 for training expenses and \$300 for research-related travel. The Traineeship also will cover in-state tuition and fees. The requirements for students involved in the MBTP include courses in ethical conduct of research, professional development, and capstone biotechnology design. In addition, an industrial rotation of ~3 months and a service project are to be completed by MBTP Trainees; the internship requirement may be waived if the trainee has been previously employed at a biotechnology company.

Please notify me in writing (email will suffice) of your decision to accept or decline this offer **as soon as possible**. I would like to meet with you and your mentor to explain the program more fully. I will set up a time for this meeting in the near future. For questions on the financial aspects of your traineeship, please contact Todd Marcks, Fellowships and Grants Administrator in the Graduate School, at 515-1481 or tmarcks@ncsu.edu.

Congratulations on your selection for the MBTP Traineeship and I look forward to working with you in the coming years.

Sincerely,

Robert M. Kelly
Alcoa Professor of Chemical and Biomolecular Engineering
Director of NCSU Biotechnology Program

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Todd Marcks  
Fellowships and Grants Administrator

**NC STATE UNIVERSITY**

The Graduate School  
North Carolina State University  
Room 2302D, College of Textiles (1020 Main Campus Drive)  
Box 7102  
Raleigh, NC 27695-7102  
Phone: (919) 515-1481  
Fax: (919) 515-2872



2018-19  
FactSheet.docx

## TAX FACTS

This document is not meant to be a substitute for professional tax advice. Students should review available tax materials and make their own decisions about reporting income, excluding income from taxation, and filing required tax forms.

NC State is not required to and does not withhold any taxes nor generate an Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement, for fellowships/traineeships. You will not receive a W-2 form for your fellowship/traineeships stipend. Nevertheless, all or part of your award may be taxable. It is your responsibility to maintain a record of your stipend and file your own taxes.

US residents may find the following IRS publications useful:

Publication 508, "Tax Benefits for Work-Related Education"  
Publication 970, "Tax Benefits for Education"  
Form 1040 Instructions

NC State University employees in the Graduate School, Payroll Office, and Financial Aid Office are not tax experts and may not advise students on tax matters. Please contact the IRS or NC Department of Revenue with tax questions.

### *Internal Revenue Service (Federal)*

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|---------------------|-----------------------------------------------------|
| Website             | <a href="http://www.irs.gov">http://www.irs.gov</a> |
| General Information | 800.829.1040                                        |

### *NC Dept. of Revenue (Individual Income Tax Division)*

|                     |                                                                     |
|---------------------|---------------------------------------------------------------------|
| Website             | <a href="http://www.dor.state.nc.us">http://www.dor.state.nc.us</a> |
| General Information | 919.733.3991                                                        |
| Assistance          | 919.733.4684                                                        |
| Forms               | 919.715.0397                                                        |
| Refunds Inquiry     | 919.733.4682                                                        |

**All international students** should schedule an appointment to meet with the Foreign National Tax Specialist for a tax assessment so that the University can determine their tax status as foreign nationals. The students should bring a copy of their award letter with them and should clearly inform the Foreign National Tax Specialist that this is a fellowship stipend. Appointments may be scheduled online at: <https://ietncsu.acultyscheduling.com/schedule.php>

