



# Washington University in St. Louis

## SCHOOL OF MEDICINE

Department of Biochemistry  
and Molecular Biophysics

April 26, 2024

Karolina Zdrojewska  
University of Gdansk

Dear Ms. Zdrojewska,

On behalf of Washington University School of Medicine, we are pleased to extend the invitation to be a Visiting Researcher in the Department of Biochemistry and Molecular Biophysics at Washington University (the "University" or "WU"), beginning October 1, 2024 through September 30, 2025. The purpose of your visit is to perform research on the project entitled "*Unraveling the mysteries of newly discovered DNA polymerase: Kinetics and conformational dynamics.*".

Unless otherwise agreed in writing, financial support provided during your visit will be paid by the Polish National Agency for Academic Exchange through your Bekker Fellowship and the University of Gdansk. You will not be eligible for employee benefits, health insurance or other benefits from or through the University.

A major component of the J-1 Exchange Visitor program is cross-cultural exchange. The department hosts weekly seminars and happy hours and biweekly informal gatherings we call "Tea and Cookies". In addition, the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

WU is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity and good judgment. During your time as a Visiting Researcher at the University, we kindly ask that you do your part to ensure that these values are preserved. While at the University, you must abide by all University policies and regulatory requirements applicable to you as a Visiting Researcher, including, but not limited to, the University's code of conduct, and policy against discrimination and harassment, as well as policies governing the ethical conduct of human subjects research, the privacy of personally identifiable information, animal welfare, conflicts of interest, research integrity and intellectual property. Please ensure that you review all of these policies, which can be found at <https://wustl.edu/about/compliance-policies/intellectual-property-research-policies/#research>.

Your research at WU will be under the supervision of Dr. Roberto Galletto (PI). You and the PI mutually agree to the following:]

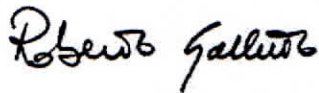
Washington University School of Medicine at Washington University Medical Center, Campus Box 8231,  
660 South Euclid Avenue, St. Louis, Missouri 63110-1093 FAX: (314) 362-7183 [www.biochem.wustl.edu](http://www.biochem.wustl.edu)

- PI will provide working space in 2808 North Medical Building.
- You and PI will meet weekly to review research progress and goals, including data review and manuscript preparation.
- You will use your own personal laptop and adhere to WU security requirements.
- This invitation is revocable at any time by you, the PI or the University.

Attached to this letter is a Visiting Researcher Agreement ("Agreement"). Your designation as a Visiting Researcher will be reviewed, approved, and governed by the Agreement. Please review the Agreement and applicable WU policies and sign the Agreement at your earliest convenience in order to complete the review and approval process. If you are employed, your employer must also sign the Agreement. Please further note that you will also need to complete a successful background check before you can start your visit at the University. You will be expected to show proof of health insurance coverage and COVID vaccination.

If you have any questions or concerns, please do not hesitate to ask. We are delighted to invite you to the University and look forward to receiving the above materials from you as soon as possible. Jayma Mikes will be in contact with you to assist you with the necessary forms for your visit. We look forward to hosting you and welcoming you to WU.

Sincerely,



Roberto Galletto, Ph.D. Professor  
Professor

Visiting Researcher Agreed and Acknowledged:

  
Karolina Zdrojewska

04/27/2024  
Date