**<<PLEASE PRINT ON INSTITUTION LETTERHEAD>>**

**(Date)**

Ms. P. Maureen Valentine

# Assistant Vice President for Research and Sponsored Programs

Ohio University

105 Research and Technology Center

# Athens, OH 45701

Dear Ms. Valentine:

**(Institution Name)** is pleased to submit the enclosed budget and statement of work for inclusion as a portion of the work proposed in your submission to **(sponsor)** entitled, "**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**" The principal investigator from **(Institution Name)** is **(PI Name)** of the Department of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

Upon receipt of approved funding for this project, **(Institution Name)** will enter into negotiations with Ohio University in order to reach a subcontract agreement for Dr. **(PI Name)**’s contribution to this project. **(Institution Name)** agrees to perform all the actions contained in the proposal narrative.

If you need any additional information, please contact **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Sincerely,

**Authorized Signatory Official Name**

**Authorized Signatory Official Title**

**(Institution Name)**