

Sample Letter of Intent

Dear Dr. Doe:

This letter declares COLLABORATING INSTITUTION'S intent to collaborate in the project entitled "TITLE OF APPLICATION," through NAME OF SPONSOR, NAME OF PROGRAM.

Dr. NAME, TITLE AND DEPARTMENT is the Principal Investigator for COLLABORATING INSTITUTION.

Attached is a description of the effort and resources that COLLABORATING INSTITUTION will commit to this project, along with a budget. The proposed budget period is NUMBER years, from DATE through DATE. The total budget for COLLABORATING INSTITUTION is \$_____, which includes \$_____ in Facilities and Administrative costs.

Our organization is subject to and compliant with the requirements of OMB A-133. (OR, Our organization is not subject to the requirements on OMB A-133).

If the COLLABORATING INSTITUTION is making additional commitments (e.g., access to special equipment, cost-sharing), clearly identify and describe those commitments here.

The appropriate programmatic and administrative personnel of COLLABORATING INSTITUTION involved in this application are aware of SPONSOR'S policies and are prepared to establish the necessary inter-organizational agreement(s) consistent with those policies.

Where NIH is the sponsor, the following language shall replace the preceding paragraph:
"The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the NIH consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy."

Sincerely,

INSTITUTIONAL AUTHORIZED OFFICIAL

Attachments: Statement of Work, Budget (preferably on sponsor forms)
