**GRADUATE RESEARCH ASSISTANT
LETTER OF AGREEMENT TEMPLATE**

_____ would like to enter into a contractual agreement with **Georgia State University Research Foundation, Inc.** that provides support for Graduate Research Assistants to perform the services outlined in the attached **Exhibit A.**

This Agreement is _____ New; or _____ Amendment No. _____ to an existing agreement that is dated _____.

Performance Period:	Agreement Date:
Start Date:_____ End Date:_____	_____

Purpose of Agreement
This purpose of this agreement is to support Graduate Research Assistants involved in research entitled _____ and detailed in the attached **Attachment A**.

Sponsor Administrative Contact:	Sponsor Programmatic Contact:
Name_____ Address_____ Phone_____ Fax_____ Email_____	Name_____ Address_____ Phone_____ Fax_____ Email_____
GSU Administrative Contact: OSPA Officer Name PO Box 3999; Atlanta, GA 30302-3999 Phone: 404.413.3502 Email	**GSU Programatic Contact:** PI Name_____ Address_____ Phone_____ Fax_____ Email_____

Total Costs (as detailed in Budget attached as Attachment B):
Direct Costs: $_____

Indirect Costs (Rate _____%): $_____

Total Costs: $_____

Financial Information:
Agreement is: _____ cost-reimbursable _____ fixed-price. Sponsor will pay: _____ upon execution of agreement _____ pay as invoiced (payment is due within thirty (30) days of receipt of invoice and should be addressed to the financial contact listed below).

Sponsor Financial Contact:	**GSU Financial Contact:**
Name:_____	Mr. Ken Packman
	Director, OSPA
Title:_____	PO Box 3999
	Atlanta, GA 30302-3999
Address:_____	Phone: 404-413-3550
	Fax: 404-413-3545
Phone:_____	Email: kpackman@gsu.edu
Fax:_____	
Email:_____	

Please return **two (2) signed originals** of this agreement, statement of work labeled as Exhibit A, and budget labeled as Exhibit B, by mail or **one (1) signed original** by email to the Georgia State University Administrative Contact listed above. A fully executed original will be returned to you promptly for your official files. This agreement is not enforceable unless signed by both parties.

Signatures of Acceptance

_____
SPONSOR AUTHORIZED OFFICIAL:

_____   Date _____
Name:
Title:

GEORGIA STATE UNIVERSITY RESEARCH FOUNDATION, INC.

_____   Date _____
Monica Swahn, Associate VP for Research