

Central State University

**OFFICE OF SPONSORED PROGRAMS AND RESEARCH
JENKINS HALL, ROOM 100
TELEPHONE 376-6269**

DATE: _____

TO: _____

Faculty/Staff Member

FROM: _____

_____, Office of Sponsored Programs and Research

RE: Contract/Grant Opportunity, OSP&R TRACKER NUMBER: _____

Attached is a summary of a procurement announcement from:

Agency/Foundation

The topic is: _____ -

You are invited to attend a briefing to discuss this procurement opportunity on _____, at _____, in

(Date) (Time) (Location)

Please contact me by telephone () to indicate whether or not you are interested and whether or not you or another designated person from your Department plan to attend the briefing.

cc: Dean of College
Chairperson of the Department
Director, OSP&R

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