

Sample Outgoing UNCG Subcontract Commitment Letter

Instructions: Please use this letter as a template/guideline when UNCG is asking another institution to commit to a subcontract if UNCG is issued an award. Fill in the blank areas and those areas marked in ***BOLD ITALICS***.

Institution's Letterhead
Institution's Department/Center Name
Institution's Address

Date

Valera Francis, PhD
The University Of North Carolina at Greensboro
Office of Sponsored Programs
1111 Spring Garden Street
1713 MHRA Building
Greensboro, NC 27412

Reference: Subcontract documents for application to ***solicitation number*** _____, ***entitled***

Dear ***Dr. Francis***,

This letter confirms that the appropriate program and administrative personnel at _____ have reviewed the above referenced Solicitation/RFP/RFA and are committed to enter into a subcontract with the University of North Carolina at Greensboro (UNCG) for the performance period of ____ to _____. The work to be performed by UNCG ____ does ____ does not include ____ animal and/or ____ human research subjects. The University of North Carolina at Greensboro (UNCG) Principal Investigator on this proposal is _____. The _____ budget, budget justification and scope of work are provided as separate enclosures to this letter. The estimated cost of the proposed subcontract will not exceed \$_____ and includes appropriate direct and indirect costs.

Furthermore, by submission of this commitment letter ____ and its Principal Investigator (PI) certify (1) that the information submitted within the application is true, complete and accurate to the best of the _____ and PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the ____ and PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of _____ application.

If you have any questions, please contact the undersigned at _____.

Sincerely,

Signature of Authorized _____ Official

Signature of _____ PI

Enclosed:

Budget

Budget Justification / Scope of Work