

March 10, 2008

Program Officer or Lead Institution PI, whatever you prefer

Dear :

I have agreed to participate in proposal entitled, ***Insert proposal name here***. My role in the project is ***briefly state what you will be doing for the project in a few sentences or short paragraph.***

The appropriate university officials have administratively approved of my participation in the proposal on behalf of ***insert institution name here*** as indicated by the signature below.

Questions regarding the technical aspects of this project should be directed to ***insert PI name here and phone number along with email address.*** Administrative questions should be directed to ***insert Authorized Organizational Representative s name, the name of the dept, phone number and email address.***

Sincerely,

PI Name  
Title and Dept.

*Insert AOR Name*  
*Insert Title of AOR*  
Authorized Organizational Representative