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