DATE

TO

TITLE

INSTITUTION

ADDRESS

CITY, STATE. ZIP

RE: Subaward proposal to [Other Inst PI] proposal entitled, “TITLE”

Dear

Enclosed is a subaward proposal from [UD PI NAME] to be incorporated into your proposal to [Prime Sponsor Name]. Dr. [UD PI Last Name] anticipates that the work will be conducted between [Start date] and [End Date] and that the total project costs at the University of Delaware (UD) will be $XXXXX, as set forth in the enclosed budget.

The Research Office has reviewed this proposal for completeness, accuracy, and compliance with UD’s institutional policies. Should this proposal be funded, UD is prepared to establish the necessary agreement in accordance with institutional policies and contingent upon UD’s review and acceptance of the terms and conditions required by the [Prime Sponsor Name].

Please direct all contractual and administrative correspondence, including any subcontract documents, to [C&G Name] in the Research Office. If you have any questions, please contact [C&G Name] at (302)831-XXXX or via email at user@udel.edu.

The University of Delaware looks forward to a productive collaboration with [Other Inst].

Sincerely,

UD PI NAME C&G NAME

TITLE TITLE

Department/Center/Institute Research Office

 University of Delaware

cc: [UD Department Administrator/Sponsor Projects Coordinator]