Please put on Dean or Department Chair’s Letterhead

[*Insert Date*]

To: Rutgers University Start-up Company Conflicts-of-Interest Committee

From: [*Insert name of the Dean or Department Chair*]

Re: Conflict-of-Interest Review for [*Insert the start-up name: if no name, “a New Startup Company”*]

[*Insert faculty name*] – Co-Founder

Dear Committee Members:

I am pleased to write this letter on behalf of [Dr. insert name], who is a [*Insert Title*] in my School or Department. I am fully aware of [insert name]’s teaching responsibilities and externally funded research projects at Rutgers, the latter involving the development of [*briefly state the focus of the research (one sentence suffices)*].

I am further aware of and permit [*Insert name*] to devote no more than 20% effort to the activities of [*Insert Start-up Company name*] in commercializing [*briefly state the IP that is being commercialized*]. This percent effort does not present a conflict with his research, teaching, or administrative responsibilities at Rutgers.

It is also important to note that the [*insert technology*] being developed at [*Insert Start-up Company name*] will fulfill a [*state the public or societal benefit of the technology –e.g., development of this antibiotic will fulfill an acute societal need on the part of the global community*]. I therefore fully support the advancement of this technology.

Sincerely,

[Name] Dean or Chair