DATE

Dear:

Please be advised that Rutgers, The State University of New Jersey, intends to issue a subcontract to (add Institution Name) under (add Sponsor Name) Award #

Award Specific Information: (add information below)

Project Title:

Period of Performance:

Subaward Amount:

Prime PI:

Department:

Sub PI:

Department:

Should the award not be forthcoming or the subcontract terms not be acceptable between our two institutions, any charges incurred would be the responsibility of (add Institution Name).

Please do not hesitate to contact me at 848-932-xxxx, if you have any questions regarding this matter.

Sincerely,

(Name)

Research Contract/Grant Specialist