June 11, 2020

Dr. XXX

Program Manager

SPONSOR

ATTN: FOA #

Address

Address

Dear XXX:

The Research and Sponsored Programs at Rutgers, The State University of New Jersey has reviewed and approved for submission to SPONSOR the enclosed proposal titled “PROJECT TITLE”. The proposed effort is being led by Professor XX and is being submitted in response to (insert solicitation reference number here). The proposed effort’s period of performance is PROJECT DATES with the funding requested from SPONSOR totaling $XXX.

If the proposal is funded, Rutgers University agrees to oversee the project to assure that the work is performed within the requested budget and to the best of our staff’s technical and professional ability. Please note that Rutgers University does not have any SETA type assistance and Rutgers places no restrictions on the Government’s use of any intellectual property or data that might arise from the subsequent award.

Please do not hesitate to contact the undersigned should you need any further assistance or clarification regarding the enclosed submission.

Sincerely,

PI NAME, PhD

Principal Investigator Grants and Contracts Specialist