DATE

ADDRESSEE

Dear PERSON:

The ENTITY agrees to take part as a subrecipient in the University of New Orleans proposed research project entitled “TITLE” to be submitted to the SPONSOR. Our part of the work will be under the primary direction of PRINCIPAL INVESTIGATOR, Professor of DEPARTMENT. The amount requested for our participation in this research project is AMOUNT. We are committing XX amount of cost share to the project.

This letter certifies that we are not delinquent on any federal debt, nor are we presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by a federal department or agency.

We look forward to a rewarding and productive research effort.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Title

Agency