Letter of Commitment Template (SUBR as the Lead) on Subrecipient’s Letterhead

[Date]  
  
  
Michael Stubblefield, PhD

Vice Chancellor for Research

Office of Research and Strategic Initiatives

Southern University and A&M College

Post Office Box 9272

Baton Rouge, LA 70813-9272

Dear Dr. Stubblefield,

Name of Subrecipient’s Institution agrees to participate as a subrecipient in Southern University and A&M College’s proposed research project entitled “Title.”  The Subrecipient Institution’s Name portion of the work as described in the attached scope of work will be under the primary direction of Subrecipient’s PI, Title, and Department.

The amount requested for [Subrecipients Institution’s] participation in this research project is **$XXX,XXX** over **X** years. Please see the attached budget and budget justification for a detailed explanation of costs.

We look forward to a rewarding and productive research effort.

Sincerely,   
  
  
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[Name and Title of Subrecipient’s Director of Sponsored Programs