**Office of Research and Strategic Initiatives**

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Date  
  
  
Dr. John Doe

Director

Office of Sponsored Programs

Institution Name

Address

City, State, Zip

***Re:*** ***Subaward Letter of Commitment for (Prime Applicant)***

Dear Dr. Doe,  
  
Southern University and A&M College (SU) agrees to participate as a subrecipient in Prime Applicant’s proposed project entitled ***“Title****.****”*** The SU portion of the work, as described in the attached scope of work, will be under the primary direction of ***Southern University’s PI***, Title in the Department of

The amount requested for SU’s participation in this research project is **$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,  
  
  
Michael A. Stubblefield, Ph.D.

Vice Chancellor for Research