**Letterhead**

**SAMPLE SUBRECIPIENT COLLABORATION LETTER FOR NIH**

**(When LSU is subrecipient)**

**(Note: This letter is a sample only. Individual letters should be prepared**

**and tailored for the individual needs of each project.)**

November 8, 2019

Dr. Jane Smith, PhD

Professor

Department of Biological Sciences

College of Science

Arizona State University

Tempe, AZ 85287

Dear Dr. Smith:

Louisiana State University (LSU) agrees to participate as a subrecipient in Arizona State University’s proposed research project entitled “Research Coordination Networks in Mining Towns.” The LSU portion of the work as described in the attached scope of work will be under the primary direction of Dr. John T. Doe, Assistant Professor of Biological Sciences.

The amount requested for LSU’s participation in this research project is $300,000 over five years. Please see the attached budget and budget justification for a detailed explanation of costs.

The appropriate programmatic and administrative personnel at LSU are aware of the NIH’s consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy should this proposal be selected for funding. LSU hereby certifies that it has an enforced institutional policy implementing the PHS Financial Conflict of Interest Regulations (42 CFR Part 50 Subpart F) as of August 24, 2012.

We look forward to a rewarding and productive research effort.

Sincerely,

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Darya Courville, Executive Director

LSU Office of Sponsored Programs