**Letterhead**

**SAMPLE SUBRECIPIENT COLLABORATION LETTER**

**(When LSU is primary institution)**

**(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. John T. Doe

Assistant Professor

Department of Petroleum Engineering

College of Engineering

Louisiana State University

Baton Rouge, Louisiana 70803

Dear Dr. Doe:

Arizona State University (ASU) agrees to participate as a subrecipient in Louisiana State University’s proposed research project entitled “Research Coordination Networks in Mining Towns.” The ASU portion of the work as described in the attached scope of work will be under the primary direction of Dr. Jane M. Smith, Professor of Petroleum Engineering.

The amount requested for ASU’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.

We look forward to a rewarding and productive research effort.

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Michael Johnson, Director

ASU Office of Sponsored Programs