Date

UMB PI

UMB PI Title

UMB Department

University of Maryland Baltimore

UMB PI Address

UMB PI Address

Baltimore, MD 21201

Dear Dr. UMB PI Last name:

The (Subrecipient Name) proposes to participate in a project for which University of Maryland, Baltimore is seeking funding. The proposed subcontract application in the amount of $\_\_\_\_\_\_\_\_\_\_\_ ($\_\_\_\_\_\_\_\_\_\_\_ for direct costs and $\_\_\_\_\_\_\_\_\_\_\_ for F&A costs), covering the period of \_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_ is for a project entitled, “*(Title of Project)*,” under the direction of (Subrecipient PI Name). A copy of our federally negotiated rate is attached to this letter.

Should an award be made to University of Maryland, Baltimore, the (Subrecipient Name) is prepared to enter into a negotiated inter-institutional agreement for research to be performed under the award; such agreement will ensure compliance with all pertinent regulations and policies.

The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the sponsor’s consortium grant policy and are prepared to establish the necessary inter-institutional agreement(s) consistent with that policy. Please forward any documentation of a contractual nature to my attention.

If you should have any questions, please do not hesitate to contact me at (AOR phone number) or via email at (AOR email). Thank you for consideration of this application.

Sincerely,

Subrecipient AOR Name

Subrecipient AOR Title