

## LETTER OF COLLABORATION

**DATE**

Abby Guillory  
Associate Director  
Office of Research and Sponsored Programs  
104 University Circle  
Lafayette, LA 70503

Dear Ms. Guillory:

**COLLABORATING INSTITUTION** is supportive of the proposal prepared by UL Lafayette to **AGENCY, PROGRAM NAME** entitled, "**PROJECT TITLE**." **Dr. \_\_\_\_\_** of **COLLABORATING INSTITUTION, DEPARTMENT** will serve as principal investigator for the work to be done at **COLLABORATING INSTITUTION**.

**Attached** is a description of the effort and resources that **COLLABORATING INSTITUTION** will commit to this project, along with a budget and budget justification, as approved by the university administration. The proposed budget period is **NUMBER** years, from **DATE** through **DATE**. The total budget for **COLLABORATING INSTITUTION** is \$ **\_\_\_\_\_**, which includes \$ **\_\_\_\_\_** in Facilities and Administration (indirect) costs. **COLLABORATING INSTITUTION'S** Facilities and Administration rate of **\_\_\_\_\_ % BASE** was negotiated with **COGNIZANT AGENCY** on **DATE**.

*(If **COLLABORATING INSTITUTION** is making any additional commitments, such as access to special equipment or cost-sharing, clearly identify and describe those commitments and amounts here.)*

**COLLABORATING INSTITUTION** is subject to and compliant with the requirements of OMB A-133. *(Or, Our organization is not subject to the requirements on OMB A-133.)* This letter also certifies that **COLLABORATING INSTITUTION** is not delinquent on any federal debt, nor is the institution or any of its principles presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal department or agency. We are aware of the pertinent Federal regulations and policies and are prepared to establish written agreements that will ensure compliance with all such policies.

Sincerely,

(signature)

**INSTITUTIONAL AUTHORIZED OFFICIAL**

Enclosures:    Statement of Work  
                    Budget  
                    Budget Justification