

Sample Letter of Participation

Date

University of Virginia
School of Engineering & Applied Science
Department of Something
Charlottesville, VA 22904-0000

Attn: Michael G. Glasgow, Jr.
Director, Office of Sponsored Programs

Dear Mr. Glasgow:

Dr. P. I. Short, Department of Something, School of Whatever, University of Crozet will be available to provide subcontractor support to UVA SEAS for the project entitled ".....".

The budget for the University of Crozet for the 12-month project is \$100,000. The inclusive dates are expected to be July 1, 2001 - June 30, 2002.

If we can be of further assistance, please contact Ms. Quicksilver, Grants Administrator of our Office of Research Administration at (000) 000-0000. NOTE: Contractual Information and negotiations should be addressed to Mr. Sponsored Research, Office of Sponsored Programs, P. O. Box 000000, Crozet, Virginia, 22900 or phone (000) 000-0000.

We look forward to working with UVA and anticipate a successful project.

Sincerely,

Dean for Research

P. I. Short, Principal Investigator

Whoever, Professor and Chair

Mr. Sponsored Research, Director
Office of Sponsored Programs

Enclosures:

c: Dr. P. I. Short
Department Chair
Sponsored Research