



RESEARCH OFFICE

210 HULLIHEN HALL
UNIVERSITY OF DELAWARE
NEWARK, DELAWARE 19716-1551
Ph: 302/831-2136
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Date

{Type recipient’s name and address}

Reference: Subaward proposal to {prime investigator’s name}’s, M.D./Ph.D proposal entitled “{prime title}.”

Dear {contact name}:

Enclosed is a subaward proposal from {UD’s investigator and title} to be incorporated into your proposal to {prime sponsor.} Dr. {name} anticipates that the work will be conducted between {start date} and {end date}, and that the total project costs at the University of Delaware (UD) will be {\$total}, as set forth in the enclosed budget.

The Research Office has reviewed this proposal for completeness, accuracy, and compliance with UD’s institutional policies. UD’s appropriate programmatic and administrative personnel are aware of {prime sponsor’s} subaward policy. Should {prime sponsor} fund this proposal, UD is prepared to establish the necessary agreement in accordance with UD’s policies and the requirements of {prime sponsor}.

A copy of UD’s most recent facilities and administrative rate agreement may be accessed at <http://www.udel.edu/research/pdf/idcCalc.pdf>. Should the proposal be funded, all administrative correspondence, including any subcontract documents, should be directed to the Research Office. If you have any questions, please contact me at (302) 831-*{your extension}* or via email at {username}@udel.edu.

The University of Delaware looks forward to a productive collaboration with {prime university.}

Sincerely,

Sincerely,

PI Name
PI Title

C&G Name
C&G Title

Enclosures

cc: Department Administrator {insert name}