SAMPLE

**Letters of collaboration** should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The recommended format for letters of collaboration is as follows.

Domenica Pappas

Director, Sponsored Research and Programs

Illinois Institute of Technology

10 West 35th Street, STE 7D7-1

Chicago, IL 60616-3717

Dear Ms. Pappas:

If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled “*[insert the proposal title]*” is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.

Sincerely,

[NAME]

[TITLE]