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

Robert LaPoint

Director, Sponsored Research Programs

Illinois Institute of Technology

10 West 35th Street, IT 7D9-2

Chicago, IL 60616-3713

Dear Mr. LaPoint:

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 and Other Resources section of the proposal.

Sincerely

[NAME]

[TITLE]