NSF Letters of Collaboration Template

*Letters of Collaboration should be limited to stating the intent to collaborate and should NOT contain endorsements or evaluation of the proposed project.*

*Be sure that the letterhead from the collaborator’s institution is added before submission.*

***\*Any notes written in blue italic text should be removed before submission.\****

[Date]

FROM: [Name; Position; Institution]

SUBJECT: Letter of collaboration for The University of Memphis Proposal for the NSF [Program Name] entitled “[Title of Proposal]”.

Dear Review Committee,

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,

*(Sign here)*

Dr. [Name]

[Contact Information (Email/Phone)]