DATE

TO  
TITLE  
INSTITUTION  
ADDRESS  
CITY, STATE. ZIP

RE: Subcontract proposal to [Other Inst PI] proposal entitled, “TITLE”

Dear

Enclosed is a subcontract proposal from [UD PI NAME] to be incorporated into your proposal to [Prime Sponsor Name]. Dr. [UD PI Last 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 $XXXXX, as set forth in the enclosed budget.

The Research Office has reviewed this proposal for completeness, accuracy, and compliance with UD’s institutional policies. Should this proposal be funded, UD is prepared to establish the necessary agreement in accordance with institutional policies and contingent upon UD’s review and acceptance of the terms and conditions required by the [Prime Sponsor Name]. UD reserves the right to negotiate mutually agreeable terms and conditions at the time of award.

This proposal is considered confidential/proprietary information of the University of Delaware and is being provided to you for evaluation purposes for funding this work at UD. No other use of information contained in this proposal is authorized until such time as an award is made.

Please direct all contractual and administrative correspondence, including any subcontract documents, to [C&G Name] in the UD Research Office. If you have any questions, please contact [C&G Name] at (302)831-XXXX or via email at [user@udel.edu](mailto:user@udel.edu).

The University of Delaware looks forward to a productive collaboration with [Other Inst].

Sincerely,

UD PI NAME C&G NAME  
TITLE TITLE  
Department/Center/Institute Research Office  
 University of Delaware

cc: [UD Department Administrator/Grants Analyst]