[Date]

Indiana University

Office of Research Administration

509 E. Third Street

Bloomington, IN 47401

Dear [IU PD/PI Name],

Please accept the enclosed proposal materials submitted on behalf of [Subrecipient PD/PI Name] and the [Subrecipient Name] for the project entitled *[Insert Project Title]*. This proposal is for inclusion in your application to the National Institutes of Health (NIH) and has been administratively approved by the appropriate institutional officials. Support is requested for the following project period [XXXX – XXXX] and is in the total amount of [$XX,XXX].

By submitting this proposal, [Subrecipient Name] is acknowledging awareness of the NIH foreign subaward requirements outlined by NIH’s Notice [NOT-OD-23-182](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-182.html) and is willing to abide by all the requirements should a subaward be issued to [Subrecipient Name].

Our institution’s administrative information can be accessed at [Subrecipient URL]. Please contact the principal investigator, [Subrecipient PI Name], at [Subrecipient PD/PI contact information] regarding the technical aspects of this proposal.

Sincerely,

[Subrecipient Authorizing Official Name]

[Subrecipient Authorizing Official Title]

[Subrecipient Institution]