[Date]

[Insert Sponsor Contact Information]

Dear [Sponsor Contact],

Please accept the enclosed proposal materials submitted on behalf of [Insert PD/PI Name] and the Trustees of Indiana University for the project entitled *[Insert Project Title]*. This proposal is for inclusion in your application to the [Prime Sponsor Name] and has been administratively approved by the appropriate university officials. Support is requested for the following project period [XXXX – XXXX] and is in the total amount of [$XX,XXX].

Indiana University’s institutional administrative information can be accessed at the [IU Research website (https://research.iu.edu/funding-proposals/proposals/institutional.html)](https://research.iu.edu/funding-proposals/proposals/institutional.html).

If this proposal is successful, Indiana University will ensure compliance with all pertinent federal regulations and policies. Any subsequent subaward agreement should be between your institution and the Trustees of Indiana University and sent electronically to [iuaward@iu.edu](mailto:iuaward@iu.edu).

Please contact the principal investigator, [PI Name], at [PI phone number] or [PI email] regarding the technical aspects of this proposal. Fiscal questions should be directed to Mr. James Becker, Executive Director of Grants Administration at [iuaward@iu.edu](mailto:iuaward@iu.edu).

Sincerely,

Steven Allen Martin

Associate Vice President for Research Administration

Indiana University