

Sample Incoming WSSU Subcontract Commitment Letter

Instructions: Please use this letter as a template/guideline when WSSU is committing to a subcontract under another institution's prime award. Fill in the blank areas and those areas marked in ***BOLD ITALICS***.

Office of Sponsored Programs Letterhead

Date

Prime Awardee Name and Address

Reference: ***Response to solicitation/RFP/RFA number _____, entitled _____, dated _____***

Dear _____,

This letter confirms that the appropriate program and administrative personnel at Winston-Salem State University (WSSU) have reviewed the above referenced Solicitation/RFP/RFA and are committed to enter into a subcontract with the ***Prime Awardee*** for the performance period of _____ to _____. The work to be performed by WSSU _____ does _____ does not include _____ animal and/or _____ human research subjects. The ***Prime Awardee's*** Principal Investigator on this proposal is _____. WSSU's budget, budget justification and scope of work are provided as separate enclosures to this letter. The estimated cost of the proposed subcontract will not exceed \$_____ and includes appropriate direct and indirect costs.

Furthermore, by submission of this commitment letter WSSU and its Principal Investigator (PI) certify (1) that the information submitted within the application is true, complete and accurate to the best of WSSU's and PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject WSSU and PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of WSSU's application.

If you have any questions, please contact the undersigned at _____.

Sincerely,

Signature of OSP Director

Signature of WSSU PI

Enclosed:
Budget
Budget Justification
Scope of Work