[Partner letterhead]

Date

Project Leader Name

Department

Institution

Address

City, Province, Postal Code

Dear ;

Re: Project Proposal led by [Project Leader name] entitled: [project title]

Conditional upon a commitment of funding in the amount of $[requested from Fedoruk Centre] from the Fedoruk Centre, we are pleased to commit the following contributions in support of the project:

[If cash contribution]:

* Partner will provide a total of $Amount & Currency ($Amount X # years) to cover costs associated with this project. This support includes $Amount ($Amount X # years) for the indirect costs of research (at rates specified by the lead institution).
* This cash contribution will be administered through an agreement with the Lead Institution.

[If in-kind contribution]:

* Partner organization will provide an in-kind contribution equivalent to:

Personnel [type] #hours x salary rate (include benefits) = total$ OR #hours x published service rate = total$

Facilities access [type] #quantity x published rate = total$ OR value of cost recovery = $

Consumables [type] purchase cost = $

Equipment [type] purchase cost = $

If the project is funded by the Fedoruk Centre, Partner organization agrees to provide confirmation to the Lead Institution of actual cash and in-kind contributions for annual reporting.

Other terms of the funding:

* The term of this research project is from day month year to day month year.
* Partner organization does not require any financial reporting on the use of the project funds. OR indicate otherwise if reporting is required.

The provision of this grant is on the understanding that any intellectual property (IP) that is generated through this research project will be governed according to the Lead Institution’s policies and procedures.  Partner organization acknowledges that it will negotiate intellectual property rights, which arise from the research funded by this grant, solely with the Lead Institution.

Sincerely,

Representative, Title

Partner Organization