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