

DATE

NAME
ADDRESS

RE: Michigan Technological University project entitled “_____”, directed by Michigan Tech PI.

Dear _____:

Michigan Technological University has been awarded a grant/contract from the PRIME SPONSOR for the above referenced project. The proposal included an in-kind commitment from _____ in the amount of \$_____ for the project for_____. Please confirm your agreement to this in-kind contribution by obtaining an authorized signature on this letter and returning it to me as soon as possible. Michigan Tech PI can not begin this project until all in-kind commitments have been confirmed.

Once commitments are confirmed and the project has begun, it will be necessary for Michigan Tech to document all project expenditures, including your in-kind contribution. The start date of the above referenced project is _____ and all expenditure documentation related to your contribution should be sent to Michigan Tech PI as activities occur. Please follow the sample format that is attached when documenting expenditures. If you have any questions, please contact me at (906) 487-2226.

Sincerely,

Confirmed by:

Name: _____

Title: _____

Date: _____

Name
Title

Cc: Michigan Tech PI

Enclosure