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: ______________________

Name
Title

Date: ______________________

Cc: Michigan Tech PI

Enclosure