[Date]

Shelby Walker

Director, Oregon Sea Grant

1600 SW Western Blvd, Suite 350

Corvallis, OR 97333

Dear Dr. Walker,

Please accept this document as the official commitment from [institution] for the proposal titled “[name of project title].” This planned project under the direction of [Name of Lead PI], seeks funds in the amount of $[XXX,XXX.00] for the project period February 1, 2016 [February 1, 2017] through January 31, 2018. With this letter, I confirm the [college’s, department’s, organization’s] commitment to the effort as outlined in the project proposal, related to the efforts of [PI, co-PI name(s) for whom you are authorizing effort].

*If cost-share is included, please complete the following:*

Additionally, I confirm the [college’s, department’s, organization’s] commitment to the cost share as shown in the proposed budget in the amount of $[XX,XXX.00] of non-federal match in the form of [faculty and graduate student salary, fringe benefits and indirect costs]. This cost share will not be included as contributions for any other project or program and will not be covered by any other federal award. I confirm that the [college, department, organization] will document the effort on this award in accordance with [institution] rules.

Questions regarding the proposed project should be directed to [Name of Lead PI] at [phone] or [email]. However, please contact me directly [email or phone] for questions and/or concerns regarding the commitments outlined in this letter.

Sincerely,

Authorized Official

For Committing Effort and / or Matching Funds