**Letterhead**

**SAMPLE SUBRECIPIENT COLLABORATION LETTER**

**(When LSU is subrecipient)**

**(Note: This letter is a sample only. Individual letters should be prepared**

**and tailored for the individual needs of each project.)**

June 12, 2025

Dr. Jane M. Smith

Professor

Department of Petroleum Engineering

College of Engineering

Arizona State University

Tempe, AZ 85287

Dear Dr. Smith:

Louisiana State University (LSU) agrees to participate as a subrecipient in Arizona State University’s proposed research project entitled “Research Coordination Networks in Mining Towns.” The LSU portion of the work as described in the attached scope of work will be under the primary direction of Dr. John T. Doe, Assistant Professor of Petroleum Engineering.

The amount requested for LSU’s participation in this research project is $300,000 over five years. Please see the attached budget and budget justification for a detailed explanation of costs.

We look forward to a rewarding and productive research effort.

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Darya Courville, Assistant Vice President of Sponsored Programs

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