**Letterhead**

**SAMPLE SUBRECIPIENT COLLABORATION LETTER FOR NIH**

**(When LSU is primary institution submitting a proposal to NIH or other PHS agency)**

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

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

March 8, 2022

Dr. John T. Doe

Assistant Professor

Department of Petroleum Engineering

College of Engineering

Louisiana State University

Baton Rouge, Louisiana 70803

Dear Dr. Doe:

Arizona State University (ASU) agrees to participate as a subrecipient in Louisiana State University’s proposed research project entitled “Research Coordination Networks in Mining Towns.” The ASU portion of the work as described in the attached scope of work will be under the primary direction of Dr. Jane M. Smith, Professor of Petroleum Engineering.

The amount requested for ASU’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.

The appropriate programmatic and administrative personnel at ASU are aware of the NIH’s consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy should this proposal be selected for funding.

[***Subrecipient must include one of the following sentences to correctly address SFIs.]* Option (1):** ASU hereby certifies that it has an enforced institutional policy implementing the PHS Financial Conflict of Interest Regulations (42 CFR Part 50 Subpart F) as of August 24, 2012. **Option (2):**ASU does not have an active and/or enforced conflict of interest policy and agrees to abide by LSU’s Policy Statement Number PS-98, LSU Financial Conflicts of Interest in Research. All Significant Financial Interests, if any, have been disclosed to ASU.

We look forward to a rewarding and productive research effort.

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Michael Johnson, Director

ASU Office of Sponsored Programs