[date]

To:

|  |
| --- |
| [CSU adminstrator name] |

Office of Research and Sponsored Programs

2200 North Bonforte Blvd.

Pueblo, CO 81001-4901

|  |  |
| --- | --- |
| From: |       |

|  |
| --- |
| [organization legal name] |
| [EIN number] |
| [address] |
|       |
|       |

Subject: Letter of Intent to Enter into a Subaward Agreement

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| Dear | [CSUadminstrator name] |

We offer the following information and intend to enter into good faith negotiations toward a subaward with Colorado State University - Pueblo after an award is made for the following proposal.

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| --- | --- | --- | --- |
| Prime Sponsor: |       | Due date: |       |

|  |  |
| --- | --- |
| Our Principal Investigator: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Initial budget |  |  | Total Budget |  |  |
|  | Direct |       |  | Direct |       |
|  | F&A |       |  | F&A  |       |
|  | Total |       |  | Total |       |

|  |  |
| --- | --- |
| **[ ]**  | The proposal budget for our organization is approved and attached |

|  |  |
| --- | --- |
| **[ ]**  | Cost Sharing and/or matching commitments are approved and attached |

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| --- | --- |
| **[ ]**  | We have reviewed all prime agency representations and certifications and by signing this |
|  | letter, certify to all which are applicable to us. |

|  |  |
| --- | --- |
| **[ ]**  | We have reviewed the prime agency terms as applicable to this proposal and by signing  |
|  | this letter, certify to all which are applicable to us. |

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| **[ ]**  | We have a current A-133 audit. |

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| **[ ]**  | We have a current Federal audit other than A-133 by the following federal agency:       |

|  |  |
| --- | --- |
| **[ ]**  | A copy of our most current audit is attached or can be found at      . |
| **[ ]**  | This proposal requires human subjects and our organization has in place all required  |
|  | and approved Institutional Review Board processes. |
|  | MPA#  |       |

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| --- | --- |
| **[ ]**  | This proposal requires animals and our organization has in place all required and  |
|  | approved Institutional Care and Use Committee processes. |
|  | Compliance # |       |

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| **[ ]**  | For DHHS proposals only, all Investigators have provided a disclosure of financial interest per you organization's policy as defined in 42 CFR Part 50 Subpart F. |
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| --- | --- |
|  | Name: |
|  | Position: |
|  | Date:  |