**[Institution/Agency Letterhead]**

**LETTER OF INTENT**

**TO ESTABLISH A SUBAWARD AGREEMENT**

**Title of Application**: [Enter title of Project here]

**Applicant Institution:** The University of North Carolina at Greensboro

**Principal Investigators**: [UNCG PI]

**Subaward Institution**: [Subaward Agency/Institution]

**Co-Principal Investigator:** [Subaward Agency/Institution PI]

**Period of Performance**: [Month Day, Year - Month Day, Year]

**Total Costs Requested by Subaward Institution** **(USD):**

**Initial Year** **Entire Project**

Direct Costs $ X,XXX.XX $ X,XXX.XX

**\*** Indirect Costs $ X,XXX.XX $ X,XXX.XX

TOTAL Costs $ X,XXX.XX $ X,XXX.XX

*\*Based on DHHS Negotiated Rate of xx.x% Modified Total Direct Costs [Modify as needed for subaward institution negotiated rates.]*

The appropriate programmatic and administrative personnel of [Institution/Agency] involved in this grant application are aware of [SPONSOR] policy and are prepared to establish the necessary inter-institutional agreement at the point of award. Correspondence regarding this agreement should be directed to my attention at the above address.

**[Subaward INSTITUTION] AUTHORIZED Official**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title