**Subaward to MSU Commitment Letter Template**

The following letter is required to be signed and submitted to each Pass-through-Entity University’s Research Administration Team when Morgan State University is planning to be a subawardee. This letter needs to be completed by the MSU PI and sent through [Docusign.net](https://www.docusign.net/) to be viewed by Ms. Ailing Zhang ([ailing.zhang@morgan.edu](mailto:ailing.zhang@morgan.edu)) and signed by Dr. Farin Kamangar ([farin.kamangar@morgan.edu](mailto:farin.kamangar@morgan.edu)).

The yellow highlights need to be replaced with your specific information (please see worksheet below). The green highlights are optional information (specifically, if there is an MSU Co-PI).

**Please remember to delete this instructional coversheet and the highlights before submitting this document.**

You will need the following information to fill out the following Subaward Commitment Letter Template:

|  |  |
| --- | --- |
| **Field** | **PI Response** |
| *Pass-through-Entity Information* | |
| PTE PI’s Full Name |  |
| PTE PI’s Last Name |  |
| PTE PI’s School/Department |  |
| PTE PI’s University |  |
| PTE PI’s Street Address |  |
| PTE PI’s City, State Zip Code |  |
| *Proposal Information* | |
| Proposal Title |  |
| Funding Agency |  |
| Funding Opportunity Number |  |
| *PI and \*CoPI Information* | |
| PI’s Honorific | *Dr./Ms./Mr./Mx.* |
| PI’s Full Name |  |
| PI’s Last Name |  |
| PI’s Job Title |  |
| PI’s School/Department |  |
| \*CoPI’s Honorific | *Dr./Ms./Mr./Mx.* |
| \*CoPI’s Full Name |  |
| \*CoPI’s Last Name |  |
| \*CoPI’s Job Title |  |
| \*CoPI’s School/Department |  |
| *Subaward Information* | |
| Subaward Total |  |
| Direct Costs Total |  |
| Indirect Costs (IDC) Total |  |
| Subaward Budget Period (Written Out) |  |
| Subaward Budget Period (Numerical) |  |
| Budget Period Start Date |  |
| Budget Period End Date |  |

\*Optional Information

Logo, company name

Description automatically generated

February 23, 2023

PTEPI’sFullName

PTEPI’sSchool/Department

PTEPI’sUniversity

PTEPI’sStreetAddress

PTEPI’sCitySTZipCode

**Proposal Title: Enter entire Proposal Title Here**

Dear Dr. PTEPI’sLastName,

Morgan State University (MSU) plans to collaborate with PTEPI’sUniversity in submitting a funding application to FundingAgency FundingOpportunityNumber program. PTEPI’sUniversity will be the prime institution, and MSU will be a sub-awardee for the project entitled: “ProposalTitle.” Dr./Ms./Mr./Mx*.* PI’sFullName, PI’sJobTitle in the PI’sSchool/Department, will serve as the MSU PI and Dr./Ms./Mr./Mx*.* CoPI’sFullName, CoPI’sJobTitle in the CoPI’sSchool/Department will serve as the MSU co-PI for this sub-award.

MSU approves and is pleased to support PI’sTitle. PI’sLastName’s and CoPI’sTitle. CoPI’sLastName’s activities and responsibilities as described in the submitted proposal. The total proposed cost of the sub-award is $SubawardTotal ($DirectCostsTotal for MSU direct costs and $IDCTotal for MSU F&A costs), and covers a SubawardBudgetPeriodWritten (SubawardBudgetPeriodNumerical) year budget period beginning BudgetPeriodStartDate and ending BudgetPeriodEndDate. Should an award be made to PTEPI’sUniversity, MSU is prepared to enter into a negotiated agreement for research to be performed under the award.

MSU, a historically black university located in Baltimore City, Maryland is a Carnegie classified R2 (Doctoral University – High research activity) institution and offers over 100 academic programs leading to degrees from the baccalaureate to the doctorate.

Please do not hesitate to contact me at 301-655-9280 if you have any questions.

Sincerely,

Farin Kamangar, MD, PhD

Assistant Vice President for Research

Division of Research and Economic Development

Morgan State University

Email: [farin.kamangar@morgan.edu](mailto:farin.kamangar@morgan.edu)