

# Institutional letterhead

September 24, 2013

SUBRECIPIENT NAME *Principal Investigator:* FILL IN SUBRECIPIENT PI'S NAME  
SUBRECIPIENT Mailing Address FILL IN SUBRECIPIENT MAILING ADDRESS

RE: TITLE OF PROJECT, PI NAME OF JHU PI

Dear SPO NAME:

This letter confirms that the appropriate programmatic and administrative personnel at NAME OF SUBRECIPIENT are committed to entering into a subaward agreement with The Johns Hopkins University under the Prime Sponsor's award terms and conditions.

The performance period for this project is START DATE through END DATE for an estimated total amount not to exceed TOTAL AMOUNT BUDGETED, including all applicable direct and indirect costs. The signing of this letter by an Authorized Representative is evidence of institutional concurrence with the proposed statement of work, budget, and budget justification.

It is understood that the PHS "Financial Conflict of Interest Policy (FCOI)" (2011 Revised Regulations) applies to the current proposal. NAME OF SUBRECIPIENT agrees that if no written PHS-compliant "Conflict of Interest Policy" is in place at the time of award, The Johns Hopkins University's "Financial Conflict of Interest Policy" and training requirements will govern any future subagreement.

Sincerely,

SPO NAME  
TITLE

Enclosures:  
Statement of Work  
Budget  
Budget Justification