**SAMPLE SUBAWARD/CONSORTIUM AGREEMENT**   
**INTENT TO ESTABLISH LETTER**

*NOTE: This letter is a sample only. Individual letters should be prepared and tailored for the individual needs of each project.*

(Insert today’s date)

(Insert Sac State Lead PI’s name and department address)

**RE: Statement of Intent to Establish a Subaward/Consortium Agreement**

Dear XXX,

On behalf of (insert university/organization name) this letter serves to establish our intent to enter into a Subaward/Consortium agreement for the following subaward proposal:

**Subrecipient PI:** (Name and department)

**Proposal Title:**  XXX

**Proposed Project Period:** (insert anticipated start and end date)

**Amount Requested:** $XXX in total project costs

The appropriate programmatic and administrative personnel involved in this grant application are aware of the (insert agency name) proposal and award administration policies and procedures and are prepared to establish the necessary inter-institutional agreement(s) consistent with those policies and procedures.

Additional programmatic information may be obtained from the Principal Investigator. Inquiries concerning the contractual or budgetary aspects should be directed to (Insert pre-award contact name and email).

Your consideration of this proposal is appreciated. Any subaward that results from this proposal should be in the legal name of (insert university/organization name) and sent to the attention of (insert name) at (insert email and/or physical address).

Sincerely,

Insert name and title of Authorized Representative