

Letter of Collaborating Department / Division

To:

Principal Investigator/Project Director Name

From:

Name, Title, and Department Representing

Date:

Project Name:

I have been given a description of the project and any other pertinent information (e.g. availability of compensation, authorship expectations, etc.), and agree that our Department / Division will collaborate as requested.

The type and scope of our collaboration includes:

Should circumstances change, I reserve the right to further conversation and will give adequate notice if we are no longer able to collaborate on this project.

Signature:

Date:

