**NSF Letter of Collaboration Template**

NSF does **not** allow letters of *support* to be submitted as a component of grant proposals unless they are required by a specific program solicitation. However, letters of *collaboration* are permitted when appropriate to document “collaborative arrangements of significance to the proposal.” When included, letters of collaboration must strictly follow the format prescribed by NSF. Per the NSF PAPPG[[1]](#footnote-1), “Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project.” Letters that do not follow the required format risk the entire application being returned without review.

Below is the format recommended by NSF for letters of collaboration. Update the information in brackets, and print the document on the collaborator’s organizational/departmental letterhead. After the collaborator has signed the letter, save the document as a PDF, and upload it in FastLane under “Other Supplementary Documents.”

May 28, 2019

To Whom It May Concern:

If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal.

Sincerely,

[insert signature]

[Collaborator’s name]

[Collaborator’s title]

[Collaborator’s email, mailing address, phone number]

1. NSF 19-1 PAPPG II.C.2.j. Special Information and Supplementary Documentation. Retrieved from <https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2j> [↑](#footnote-ref-1)