**Institutional commitment/support letters:** Institutional commitment/support letters are intended to show department/college/university support that will be available to the project, without providing specific dollar amounts that could be construed as auditable cost sharing by the sponsor. General statements should be made to convey university support towards the project.

The letter should contain general statements such as:

• “The University will provide offices, labs, and administrative space as necessary for the accomplishment of project deliverables.”

• “NDSU has several labs that will be utilized for the proposed research.”

• “Several graduate students within the department will be providing basic research support to the researchers during the life of the project.”

**Institutional cost share letter:** Cost share commitments should be kept to a minimum and provided only when required by the sponsor or justified in compelling circumstances. Institutional cost share letters are intended to show institutional approval of the cost share commitments listed in the budget and budget justification. Specific dollars amounts are included and are considered auditable cost share.

Examples of cost share are:

* State funded salaries/fringe benefits
* Unrecovered F&A (indirect costs)
* Tuition remission
* Cash contributions

**Sample Institutional Commitment/Support Letter**

(Insert Date)

(Insert sponsor contact information)

Re: Letter of Institutional Commitment/Support

Dear (insert sponsor name),

I write to express my strong support for this grant proposal submitted to (insert sponsor name), titled “(insert proposal title)”. I understand that (insert PI name) will pursue (insert a few words describing project). As (insert title of person providing commitment letter), I can assure you that the University will provide the resources necessary to facilitate this project at NDSU. Specifically, the University has committed (insert general resource statements) in order to accomplish the objectives of this project. I am highly supportive of the efforts as outlined in this proposal, and (insert statement how this project will benefit a greater goal).

Best regards,

(Insert institutional authority)