

# Letter of Collaboration Template

**From:**

name

address

City

[Date]

**To:**

name

address

City

Dear [salutation, name]:

I would like to express my willingness to serve as a collaborator on your grant application project entitled [project title]. In particular, [description of collaborative work].

I will be able to contribute approximately [%] of my effort to this work, subject to availability of time and resources. This collaboration is part of my official duties as a federal employee at the National Institute of Health (NIH), National Institute of Allergy and Infectious Diseases (NIAID), and no funds from the grant will be used in intramural research, neither will I accept any form of remuneration, whether in the form of salary, honoraria, or travel expenses.

I will provide scientific input (and mentoring) but will not have any duties associated with programmatic stewardship, which will be performed by an NIAID extramural program official.

Further, in keeping with the mission of NIAID to promote and facilitate biomedical research and the dissemination of new knowledge, we would supply requested research materials and technical expertise not only to you, but also to other interested and qualified parties for research purposes.

Approval for this collaboration has been granted by [all Names] at NIAID.

I look forward to working with you on this collaboration.

Sincerely,

(signature)

[Name of PI]

[Title of PI]

---

(Signature)

[Name of Branch Chief]  
[Title of Branch Chief]

---

(Signature)

Director

National Institute of Allergy and Infectious Diseases  
National Institute of Health