Guidance for Requesting Institutional Support/Commitment Letters

This guidance applies to letters requested from the President, Provost or VPREDKE that will be included in sponsored project or other related applications for external funding.

Requests should NOT be sent directly to the President, Provost or VPREDKE.

Requests must be received within timeframes below or we cannot ensure deadlines will be met:

- For electronic format – no less than 8 business days before deadline
- For hard copy format – no less than 10 business days before deadline

PROCESS

1. Please complete a Request for Institutional Letter Form by the deadlines noted above.
2. REDKE staff will provide a review (and edit, if needed) of the letter(s) and contact you with any questions or clarifications they may have/need.
3. REDKE staff will work with appropriate staff to obtain signature(s), as needed.
4. Signed letter(s) will be returned to you and your designated RSC Pre-Award Administrator in the format requested.

INFORMATION REQUESTED IN FORM

1. Draft of the letter – Microsoft Word format required
2. Brief summary of the project - Attached copy of your project abstract or project summary will suffice
3. Information about any compliance requirements/restrictions for the letter (e.g. font type/size, margin formatting, page limitations, etc.), including a link to or attached copy of sponsor guidelines / preparation instructions
4. Additional program/project information:
   - Name of sponsor organization
   - Project title
   - Name of PI (if not from UTSA, note UTSA lead as well)
   - Any sponsor-required or other proposed cost-share commitments and how you will satisfy these
   - Any other commitments you hope to have from the university - If this includes course release(s) or buy-out(s), you must include an email from your chair, associate dean for research or dean that confirms this commitment.
5. Deadline for the proposal submission – include date
6. Preferred format for final letter (i.e. scan/e-copy or hard copy)

Updated 10/15/19