February 19, 2018

(Add Name of person to whom match notification is to be made; add Sponsor name and address)

SUBJECT: Matching funds for (add program name) application

Dear Dr. (Add the last name of the person being notified):

Kansas State University is pleased to support the above referenced proposal under the direction of Dr. (Add KSU PI/PIs’ name(s)).

KSU agrees to provide $(Add dollar amount – no cents – that K-State will provide for match) to meet the agency’s cost share requirement, as detailed in the project budget.

Questions of a technical nature can be directed to Dr. (Add lead PI’s name and phone number/e-mail address). Administrative, contractual, or budgetary questions can be directed to me at 785-532-6804 or plowe@ksu.edu.

Thank you for your consideration.

Sincerely,

Paul R. Lowe

Associate Vice President

for Research/Director, PreAward Services