

SAMPLE CONCURRENCE LETTER

USE RELEVANT INFORMATION IN YOUR OWN REQUEST ON YOUR DEPARTMENT LETTERHEAD.

<Use Your Department Letterhead>

Date: <Use date of request>
To: <GRANTS MANAGEMENT SPECIALIST CONTACT INFORMATION>
CC: <PROGRAM OFFICER CONTACT INFORMATION>
RE: Request for concurrence for award # <insert award number from SAGE>

Dear <Insert Sponsor Grants Management Specialist Name>

I would like to request a <choose one: extension, reduction of cost share or change in the level of effort of key personnel for my grant <insert award number> for the period of <insert start date and end date>

Estimated remaining funds: <include estimate of remaining funds>

<Include scientific rationale for continuing the project and provide information for: why was project not finished within originally approved end date, how can project be finished with reduced cost share and changed level of effort (if relevant), etc... >

If animal/human subject work will be involved during the extension period, insert the following: "This project is under protocol #<insert protocol #>."

Sincerely,

<PI's NAME, TITLE, and contact information >

<Leave space for OSP Concurrence>