

July 6, 2022

[NAME]
[ADDRESS]
[ADDRESS]

Re: [FUNDING PROGRAM OR RFP]

Dear :

This letter is to confirm my commitment to collaborate on the research in your proposal to [SPONSOR] entitled [“Proposal Title”].

Should the proposal be funded, I will commit a portion of my effort to this work, with a particular focus on [DESCRIBE ROLE ON PROJECT/DUTIES].

It is the policy of Emerson College to pay tenure-track faculty members a nine-month academic year salary with the understanding that they will freely perform research and collaborate without necessarily making quantifiable commitments of effort.

I look forward to working with you on this collaboration.

Sincerely,

[FULL NAME]
[TITLE]