

LETTER OF AGREEMENT (LOA) REQUEST

Subcontract for Interdepartmental or Intradepartmental Research

To: Office of Sponsored Projects (Mail Stop A9000, WPR Ste. 3.340 or osp@austin.utexas.edu)

OSP NUMBER: _____ Addt'l Funds on NCE on
 New LOA:___ Existing LOA:___ Existing LOA:___
 PI on Prime Award: _____ PI on LOA: _____ Unit Code: _____
 LOA Period of Performance: From: _____ To: _____ Stmt of Work: (Attach if new LOA)

Should future NCEs be automatically applied to this LOA? (Circle One): YES NO

Budget Information:

FROM PRIME ACCT #: 26- _____ TO NEW LOA (OR EXISTING LOA ACCT #): 26- _____

Total Amount of LOA: \$ _____

12 Salaries _____	60 Consult. _____	76 Travel-For _____
14 Fringe _____	67 Computer _____	77 Travel-Part _____
37 Participant _____	70 Stipends _____	80 Equipment _____
50 Other _____	71 Tuition _____	90 Overhead _____
56 Meetings _____	75 Travel-Dom _____	(Overhead Rate*) _____ %

*Overhead rate applied must be same as prime award Overhead rate.

 I have communicated all appropriate terms
 and conditions of prime award with LOA PI

 It is the responsibility of the LOA PI to insure that all expenditures
 are within the limits of the approved budget and in compliance with
 sponsor guidelines.

 Prime PI Signature

 Date

 LOA PI Signature

 Date

I hereby request that The University of Texas at Austin recognize this Letter of Agreement (LOA) and establish a separate account series using funds from the above noted prime award.

This Letter of Agreement (LOA) has been signed by myself (Prime PI), and the LOA Principal Investigator. It includes the period of performance, a statement of work (if applicable), detailed budget and a statement confirming that the Prime PI has communicated all appropriate terms and conditions of the prime award to the LOA PI.

I have kept a copy of this signed original LOA for myself and have provided the LOA PI with a signed copy as well.

Please review this LOA request and distribute a copy to our prime award accountant in OSP. It is my understanding that OSP staff will then establish a separate account for this LOA and notify the LOA PI, as well as myself, when the new account is available.