Letter of Commitment template.

Must be on organization’s letterhead.

Remove this section before submitting as a pdf.

Text enclosed in brackets […] must be updated with information specific to the proposal in question.

[DATE]

Principal Investigator

[Lead DOE Facility]–––

[Address Line 1]

[Address Line 2]

City, State, ZIP

via email: [email address]

Re: Letter of Commitment for [Tracking ID: TCF-21-XXXXX], [Project Title]

Dear [Salutation and Name]:

This letter confirms [Organization’s] commitment to partner with [DOE Facility] on [PI’s] Fiscal Year 2021 Technology Commercialization Fund (TCF) proposal:

* [Tracking ID: TCF-21-XXXXX]
* [Project Title]

By statute, at least 50% of total TCF project costs must come from non-federal sources. [Organization] commits to provide $[X] as a [cash or in-kind] contribution to the prospective project identified above. With a total budget of $[X], [Organization’s] contribution would be [X]% of the total project costs.

[Optional text from the partner organization].

As an authorized official of my organization, if DOE selects proposal TCF-21-[XXXXX], I affirm [Organization’s] intent to enter into a DOE facility approved partnering agreement (CRADA) with [DOE Facility] within six (6) months of DOE’s public announcement of Fiscal Year 2021 TCF selections. I understand that it is my organization’s responsibility to familiarize itself with the requirements, responsibilities, and obligations of a standard Cooperative Research and Development Agreement (CRADA). I understand that DOE’s selection of proposal TCF-21-[XXXXX] is not a guarantee, implicit or otherwise, that my organization and [DOE Facility] will enter into a standard Cooperative Research and Development Agreement (CRADA). [Organization] anticipates DOE’s making its public announcement during the spring of 2021.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official

[Name]

[Title]

[Telephone and email, if not on letterhead]

CC:

Technology Transfer Officer

[Lead DOE Facility]

[via email: email address]