

Letter of Support and Letter of Commitment Job Aid

This job aid provides details on Letters of Support and Letters of Commitment and the process for approval/signature.

WHO:

- MSUE Staff
- MSUE Grant Services

WHEN:

- Responding to a request from a partner for a letter of support or commitment.

HOW:

1. Determine what is being requested of MSU.
 - A **Letter of Support** *does not* include any commitment from MSU to participate in the project, including funds or staff time.
 - A **Letter of Commitment** *does* include a commitment from MSU to participate in the project, including funds or staff time.
2. If a letter of support is needed:
 - Draft a letter of support on letterhead expressing MSU's experience working with the partner and recommendation/support for a grant proposal.
 - Letters of support do not need to be reviewed by Grant Services or OSP.
 - The letter should be signed by the Institute Director or Associate Institute Director and the involved staff.
3. If a letter of commitment is needed:
 - Notify Grant Services 15 days before the due date.
 - Draft a letter of commitment on letterhead detailing MSU's role in the project MSU's resource and financial commitment.
 - The request must be entered as a Proposal Document (PD) and routed through the Quali Coeus (KC). Grant Services will assist with this.
 - At a minimum (depending on the Sponsor) the following documents are needed: Scope of Work, Budget, Budget Justification, MSU Commitment form, copy of the RFP/funding opportunity announcement, and contact info for the lead applicant project director/principal investigator and administrative contact. See the Initiating a Proposal, Budget Development, and Budget Development and Justification Job Aids.
 - Once approved, MSU's AOR (authorized organizational rep) from MSU's Office of Sponsored Programs will sign the Letter of Commitment and MSU Commitment form.

RESOURCES:

MSU Commitment form: <https://www.cga.msu.edu/PL/Portal/Forms.aspx>