--Date--

--Sponsor’s Name--

--Address--

Proposal Title: --title--

Period of Performance: --Start Date – End Date--

Requested Amount: $ n,nnn

Cost Sharing Amount: $ 0

Dear –name--:

On behalf of Iowa State University and --PI-Name--, I am pleased to endorse the enclosed application for funding. It has been reviewed and approved by the appropriate programmatic and administrative personnel at Iowa State University. If the proposal is selected for funding, Iowa State University retains the rights to negotiate the standard contract terms and conditions of the agreement for the award or in any other document associated with the project issued by Sponsor in acceptance of ISU’s proposal.

Iowa State University is a participant in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse Pilot Project, which is an effort by the FDP to reduce administrative burden associated with verifying standard information required for subrecipient issuance and monitoring. Iowa State University’s Entity Profile can be found in the Expanded Clearinghouse at the following link: <https://fdpclearinghouse.org/organizations/121>.

Iowa State University certifies it is in compliance with 42 CFR Part 50 SubPart F. Iowa State University will comply with its policy relating to the disclosure of Significant Financial Interests and will report all identified Financial Conflicts of Interest to the awarding entity.

Sincerely,

--Pre-Award Administrator’s Name--

Pre-Award Administrator

[grants@iastate.edu](mailto:grants@iastate.edu)

ATTACHMENT TO PROPOSAL TRANSMITTAL LETTER

(The following general information is provided to assist potential Sponsors. It is recognized that some information may not be applicable to this specific proposal and, if inappropriate, should be disregarded.)

1. **All correspondence should be mailed to: University’s Legal Address**

Iowa State University Iowa State University Of Science & Technology

Office of Sponsored Programs Administration 1350 Beardshear Hall

1138 Pearson Hall, 505 Morrill Road 515 Morrill Road

Ames, IA 50011-2103 Ames IA, 50011-2105

Phone: 515-294-5225

Fax: 515-294-8000

Email: [grants@iastate.edu](mailto:grants@iastate.edu)

1. **University Contacts: 515-294-5225**

**Director (**[**grants@iastate.edu**](mailto:grants@iastate.edu)**)**

Rebecca Musselman

**Proposal Team (**[**ospa-proposals@iastate.edu**](mailto:ospa-proposals@iastate.edu)**)** for all pre-award issues

Andrea Rich, Amanda Redling, Sara Fonseca Ricke, Angie Schreck, Jackie Peterson, Katie Getting, Keary Saul, Katherine Baber-Dillavou, Kinley McIntosh

**Awards Team (**[**ospa-awards@iastate.edu**](mailto:ospa-awards@iastate.edu)**):** award issues for all non-industry or non-commodity sponsors

Tammy Polaski, Amy Arndorfer, Lora Bierbaum, Jen Hanson, Pamela Helfer, Jeff Klein, Keith Kutz, Aaron Lott, Kim Robson, Marva Ruther, Scott Willsey

**Industry Team (**[**Industry-contracts@iastate.edu**](mailto:Industry-contracts@iastate.edu)**)** award issuesfor all industry or commodity sponsors

Brian Majeski, Muhammad (Moin) Moinuddin, William (Bill) Nutty, Jared Staton, Kevin Kozitza, Nicholas Keech,

David Bogaczyk, Brian Majeski

1. **Contract/Grant payments should be mailed to:**

Sponsored Programs Accounting Phone: 515-294-4569  
Iowa State University Fax: 515-294-6470  
1350 Beardshear Hall, 515 Morrill Road Email: [**spa@iastate.edu**](mailto:spa@iastate.edu)Ames, IA 50011-1004

1. **UEI:** DQDBM7FGJPC5 **DUNS:** 005309844 **FEIN**: 42-600-4224 **Cage Code**: 5J949
2. **Cognizant Federal Agency:**Division of Cost Allocation  
   Dept. of Health and Human Services (DHHS)   
   Arif Karim, Director   
   1301 Young Street, Room 732   
   Dallas, TX 75202  
   Phone: 214-767-3261

Rates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **EFFECTIVE PERIOD** | |  |  |  |
| **TYPE** | **FROM** | **TO** | **RATES(%)** | **LOCATION** | **APPLICABLE TO** |
| PRED. | 07/01/2018 | 06/30/2021 | 53.00 | On Campus | Organized Research |
| PRED. | 07/01/2021 | 06/30/2024 | 53.00 | On Campus | Organized Research |
| PRED. | 07/01/2021 | 06/30/2024 | 53.00 | On Campus | Instruction |
| PRED. | 07/01/2021 | 06/30/2024 | 33.00 | On Campus | Other Sponsored Activities |
| PRED. | 07/01/2021 | 06/30/2024 | 26.00 | Off Campus | All Programs |
| PROV. | 07/01/2024 | Until Amended |  | Use same rates and conditions as cited for FYE 6/30/2024 | |

Additional institutional information can be found on our website at:

<http://www.ospa.iastate.edu/proposal/institutional.html>