



RF Sub Intro Letter

Ms. Jane Doe
Grants and Contracts Specialist
Subrecipient
123 Main Street
Anywheresville, USA 12345

Re: Subagreement No. xxxxx between Research Foundation for SUNY and Subrecipient under Sponsor Prime Award
No. xxx-yyy-zzz
RFSUNY PI: Dr. John Doe

Dear Subrecipient:

On behalf of the Research Foundation for SUNY (RF) and [SUNY Campus], the Office for Sponsored Programs (OSP) is pleased to welcome you as a subrecipient and collaborator on the above referenced sponsored project. The RF is responsible for the programmatic and financial monitoring of sponsor funded activities.

This welcome package provides important information and documentation that is critical to the successful administration and fiscal management of your subagreement. The documents enclosed are:

- The proposed contract between your institution and the RF, containing all relevant budgetary, programmatic, administrative and financial information, terms and conditions, and reporting requirements;
- A sample subrecipient invoice which your institution may use the sample as a template for billing the RF for the reimbursement of project expenses. If you opt not to use this template, please ensure that your invoices include the same information as provided in the template.

A Subrecipient Risk Assessment Questionnaire should already have been completed and returned to the department. If this has not been returned, please do so. The questionnaire is required before the agreement can be fully executed.

At your earliest convenience, please duly execute both of the enclosed subagreements and return them to the attention of the undersigned. Questions of a technical or programmatic nature may be directed to the RFSUNY principal investigator at [email].

We look forward to working with you in facilitating a fruitful and productive collaboration.

Sincerely,
John Q. Contracts.