[Must be on institutional letterhead]  
  
[Date]  
  
Dr. Amy Jamison  
Co-Director, Alliance for African Partnership (AAP)  
Michigan State University  
202 International Center  
East Lansing, MI 48824  
[jamisona@msu.edu](mailto:jamisona@msu.edu)

Re: Support for proposal, cost share commitment, and agreement to no allowance for indirect costs related to AAP Transforming Institutions grants  
  
Dear Dr. Jamison,

After reviewing the proposal for [Project Name], [Name of Institution/Department] is happy to support the participation of [Name of Institutional PI] in the project, and we offer our cost-share support in the form of [list effort: funds, equipment, etc. being provided]. We understand that we will provide [list from previous sentence] at no cost to this project or Michigan State University.

[Name of Institution/Department] also understands that because AAP is an entity directly funded by Michigan State University, projects funded by AAP do not allow for indirect, administrative, or contingent costs. AAP policy allows funding only for those activities that can be directly attributed to the funded project.   
  
I am confident in the merits of the proposed project and our institution looks forward to the possibility of a funding award for this partnership.

Sincerely,

[Name]  
[Title]