

SAMPLE LETTER TO SUBCONTRACTORS

SUBJECT: Request for Submission of a Subcontract Proposal Under Syracuse University's
Research Proposal Entitled " _____

Submitted to _____ by Syracuse University's
Director, Dr. _____ (RFP/RFQ No. _____)

Dear _____

Your organization has been selected as a potential Subcontractor to Syracuse University and your proposed statement of work and cost estimate will be included in Syracuse University's proposal to the intended sponsor for the referenced research project.

To expedite Syracuse University's evaluation of your proposal, and to insure proper inclusion of your effort and cost in our proposal to the sponsor, we are requesting that you prepare a Statement of Work and corresponding cost proposal to be submitted to Syracuse University's Director no later than _____. If a resulting prime agreement to Syracuse University is funded with Federal funds, you should submit your cost proposal with a Standard Form 1411 as the cover page to insure Syracuse University's compliance with Federal regulations. A copy of SF 1411 is included in this package for your use. If your cost proposal is to a nonfederal agency, a letter of commitment, signed by an authorized official of your organization, must accompany your Statement of Work and Budget.

Also enclosed is a copy of a "Proposal Summary Sheet" that should be completed and used as the face page of your proposal. If your cost proposal is less than \$500,000, the person named in Section D on the Proposal Summary Sheet will be contacted by a representative of

Syracuse University's Office of Sponsored Programs to discuss the basis of your proposal. If your proposal is over \$500,000, and funding will be provided to Syracuse University by the Federal government, your proposal will be forwarded to the government for audit. A copy of your most recent negotiated rate(s) agreement should also be submitted to Syracuse University with your proposal.

During the course of your proposal preparation, should you have any questions relating to the cost proposal requirements, you may contact _____, _____, Research Administrator at area code 315-443-2807.

Sincerely,

pc: OSP