**Institutional commitment/support letters:** Institutional commitment/support letters are intended to show department/college/university support that will be available to the project, without providing specific dollar amounts that could be construed as auditable cost sharing by the sponsor. General statements should be made to convey university support towards the project.

The letter should contain general statements such as:

• “The University will provide offices, labs, and administrative space as necessary for the accomplishment of project deliverables.”

• “NDSU has several labs that will be utilized for the proposed research.”

• “Several graduate students within the department will be providing basic research support to the researchers during the life of the project.”

**Institutional cost share letter:** Cost share commitments should be kept to a minimum and provided only when required by the sponsor or justified in compelling circumstances. Institutional cost share letters are intended to show institutional approval of the cost share commitments listed in the budget and budget justification. Specific dollars amounts are included and are considered auditable cost share.

Examples of cost share are:

* State funded salaries/fringe benefits
* Unrecovered F&A (indirect costs)
* Tuition remission
* Cash contributions

**Sample Institutional Cost Share Letter:**

(Insert date)

(Insert sponsor contact information)

Re: Institutional Cost Share Letter

Dear ,

North Dakota State University is pleased to submit this proposal to (insert sponsor name) titled, “(insert project title)” on behalf of (insert PI name). This proposal has been administratively approved by the appropriate University officials.

NDSU requests funding in the amount of (insert total dollars requested), from (insert sponsor name) and commits to provide non-federal cost share in the amount of (insert total cost share dollars) over the period of (insert start and end date). NDSU’s cost share commitment of (insert total cost share dollars) will be comprised of (insert general categories of cost share committed – e.g. state-funded salaries and unrecovered indirect costs).

If this proposal is selected for funding, the University will ensure compliance with all applicable regulations and policies. Should you have questions, please contact (insert contact name and email address).

Sincerely,

(Insert institutional authority)