

Date

Sponsor Contact Name, if available  
Sponsor Contact Title, if available  
Sponsor Organization Name

**Subject:** Arizona State University proposal no. ASU Proposal Number; PI Last Name

Enclosed for consideration is a proposal entitled, "Proposal Title" on behalf of Arizona State University's Principal Investigator PI Full Name. The project period of performance is Start Date to End Date for a requested amount of \$Total Project Cost.

The proposal was prepared in accordance with Arizona State University, Sponsor program requirements, and Federal policies and guidelines. As such, the terms and conditions of a contract or agreement resulting from this proposal shall be subject to negotiation and mutual agreement of the Parties. Arizona State University's DUNS number is 943360412.

*(Paragraph required for Federal sponsors, & can also be added for other sponsors using Federal funds)*

Arizona State University as a public institution of higher learning considers the nature of this research to be fundamental in accordance with National Security Decision Directive 189, National Policy of the Transfer of Scientific, Technical and Engineering Information, and the Under Secretary of Defense (Acquisition, Technology, and Logistics) memoranda on Fundamental Research, dated May 24, 2010, and on Contracted Fundamental Research, dated June 26, 2008. Further the research proposed herein will not involve "covered defense information" as defined in DFARS 204.7301.

*(Paragraph required for DOD, & can also be added for other sponsors specifically addressing IT Security)*

Arizona State University operates an Information Security Office to maintain an enterprise level of cybersecurity. This cybersecurity presence is maintained through a set of policies, standards and guidelines provided at [getprotected.asu.edu](http://getprotected.asu.edu). ASU provides HIPAA and FERPA compliance as well as complying with all state and federal regulations for public universities. Websites and systems within the ASU network are actively scanned and monitored for suspicious activity.

Your consideration of this proposal is appreciated. If questions arise regarding technical components of the ASU proposal please contact, Dr. PI Last Name at PI Email Address or PI Phone Number. If questions arise regarding budget, administrative, or award matters, please contact the undersigned at [ASU.awards@asu.edu](mailto:ASU.awards@asu.edu). Any award resulting from this proposal should reflect the recipient as "Arizona Board of Regents for and on behalf of Arizona State University."

Thank you for your consideration.

Sincerely,

Name  
Position Title