**[Organizational Letterhead]**

Date

[UVU Contract Administrator Name]

Office of Sponsored Programs

800 West University Parkway, BA-110

Orem, Utah 84058

Dear [UVUContract Administrator Name]:

I, [Consultant/Firm Name], agree to serve as a consultant on the project entitled

[Project Title], submitted by [name of Project Director or Principal Investigator],

if the project is awarded funding.

I support this project and will offer my expertise in

My fees would be as follows: [# days @ $/day in Year 1 (total $ amount); # days @ $/day in Year 2 (total $ amount); # days @ $/day in Year 3 (total $ amount)], plus travel and per diem for each consulting visit. Costs would not exceed $\_\_\_\_\_\_\_ in any year of the project.

Thank you for the opportunity to be involved in this important project.

Sincerely,

[Signature]

[Consultant Organization]

[Consultant Address]

[Consultant Address]