**FDP Sample Letter of Intent Frequently Asked Questions**

Q1. Why is a Letter of Intent (LOI) needed? (Purpose)

A1. Some institutions and program solicitations require or request submission of a letter of intent at the time of a proposal. It is not required by all entities or for all proposals.

Q2. What is an LOI?

A2. It assures the Pass Through Entity (PTE) that the appropriate programmatic and administrative personnel are informed of the potential subagreement, and provides an institutional signature. It also provides basic information such as contact info. An LOI is not a legal binding document.

Q3. What information is in an LOI?

A3(a). An LOI usually contains the administrative contact information, both the PTE and Subrecipient Principal Investigator’s (PI’s) and Co-PI’s names, a

proposed title, name of the Prime Sponsor, period of performance and requested amount. An LOI will include a statement that the Office of Sponsored Programs has the authority to administer grants and contracts awarded to faculty and staff of the Subrecipient.

Q4. Who uses the LOI?

A4. The FDP LOI is intended for internal use to represent institutional endorsement of the Subrecipient’s authorized official as it relates to the SOW and budget proposed. The Subrecipient may include its letterhead, but is not required. Some PTEs may require the FDP LOI on letterhead.

Some program solicitations require or request submission of an LOI at the time, or in advance of submission of a full proposal. The FDP LOI is not

designed to meet agency specific proposal requirements; however, the PTE or Subrecipient may modify the FDP LOI to meet agency specific requirements.

Q5. Who should use the FDP LOI?

A5. The sample LOI is strongly recommended for use by piloting institutions when an LOI is necessary. Piloting institutions are asked to refrain from using their traditional LOI or commitment forms.

Q6. Why not use our own traditional LOI or commitment forms?

A6. PTEs may instruct a Subrecipient to include additional information with the LOI as required in a particular proposal; however, the PTE *should not add* or *require any information* that is included in the Subrecipient’s FDP Pilot Entity Profile.