**Template Fixed Price Sign-Off Letter**

**MICHIGAN STATE UNIVERSITY**

(Date)

TO:                    (OSP Contact)

                          Office of Sponsored Programs

FROM:              (Specify Chairperson’s Name)

                          Chairperson

                          (Specify Department Name)

SUBJECT:         (Specify “Possible” or “Pending”) Fixed Priced Contract

(Specify PI) (specify has submitted or will submit) a proposal to (specify direct funding agency and prime funding agency) for the project titled (specify project title) in which a fixed-price contract (specify “has been” or “may be”) issued.  The Department of (specify department) will accept responsibility to assign a qualified individual within our Department to complete this work if the project leader(s) is/are unable to do so.  The Department of (specify name) will also provide special oversight of the project in order to minimize disallowances of any charges.  Any disallowed charges, as well as cost overruns will be covered by the Department of (specify name; include “and/or College of [specify college] if the proposed funding is expected to exceed $100,000”).

**APPROVED:**

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(Specify Chairperson or Director’s Name)                                              Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Specify Dean’s Name and College if proposal                        Date**

**is expected to exceed $100,000)**