***Suggested Institutional Cover Letter Template***

**Note: Please use this institutional cover letter template for institutions that have been added to the project AFTER the submission of Concept Proposal and for cover letters that have been updated for content and/or signatories since their original submission.**

**Project teams are not required to use this template for institutional cover letters that have already been submitted and do not require updating for content or signatories.**

Date

California Education Learning Lab

Governor’s Office of Planning and Research

1400 10th Street

Sacramento, CA 95814

Dear California Education Learning Lab:

*Brief opening paragraph that indicates the host institutions’ support for the proposed project and gives the name of the project. If the cover letter serves to demonstrate institutional support for PIs from a single institution, give their names and indicate that the host institution supports their participation in the project.*

1. Host Institutions: *Identify the institutions that are submitting the proposal or are providing the cover letter to indicate institutional support for the principal investigator(s) identified below. Please identify which institutions will be responsible for receipt/administration of the grant funds, if awarded.*
2. Institutional Focus: *Describe each department/school/institution’s commitment (e.g., faculty release time, funding, administrative support) to the proposed demonstration project. If the cover letter serves to indicate institutional support for PIs from a single institution, it is only necessary to describe the relevant department/school/institution’s commitment to the proposed project.*
3. Principal Investigators: *Identify the investigators who will serve as faculty (co-)PIs. Briefly describe each PI’s capacity, including any previous and/or current grant funding received, strength of faculty and student engagement activities, and history of successful intersegmental partnerships. If the cover letter serves to indicate institutional support for PIs from a single institution, it is only necessary to identify the PIs from that institution.*
4. Signatures (Authorized Submission): *For each PI identified in section 3, the cover letter must be signed by the PI’s department chair AND either the dean, vice chancellor/vice president of research or the provost of equivalent.*