Template Example for UO Consultant

**On Letterhead of Consultant** [Not UO letterhead]

Note: Paid Consultants must not be employees of the University of Oregon

Note: This is a Generic Template. The Funding Opportunity (Sponsor) Guidelines (RFP) must be followed.

[Insert Date Here:]

[Name of Lead UO PI]

[UO PI’s UO Job Title]

[UO PI’s Department]

[UO PI’s Address]

Dear [Name of Lead UO PI]:

I intend to act as consultant on the project entitled, “[insert UO’s project title here].” My work on the project will consist of [insert description of work to be done here].

The total estimated cost of performing the work in my role as consultant on the project is estimated to be [insert a daily estimated rate here if known] for [insert approximate number of consulting days here if known] for a total amount of [insert total here].

[If known] The total estimated cost of this work is determined by Support Items: [insert description of support items here and unit price or other determination (cost breakdown if known) of how the total amount for support items is estimated]. Travel: [insert the total amount of estimated trips and travel costs here]

Regards,

\_\_\_\_\_[Signature of Consultant here]\_\_\_\_\_\_\_\_

[Insert Consultant Full Name here]

[Insert Consultant Title here]

[Insert Consultant Address here]

[Insert Consultant Phone here]

[Insert Consultant E-mail here]