

## GUIDELINES FOR LETTERS OF COLLABORATION – “LOC”

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**Letters of Collaboration** (a/k/a letter of commitment or letter of support), referred to as a **LOC**, are limited to stating the intent to collaborate and are not to contain endorsements or evaluation of the proposed project. Adhering to the guidelines described below and the template for developing a LOC should meet your needs to serve as a collaborator, and ensure a quick signature by your Area Director. No additional promises or statements are needed. For further guidance, refer to ARS P&P 321.1 - Requirements for Seeking and Accepting Incoming Research Agreements.

**All LOCs *must* –**

- ... stick to the template content
- ... be drafted by the ARS scientist
- ... be on Area Office letterhead
- ... include the Area grants email address
- ... be signed by your Area Director
- ... include the ARIS Incoming Funds Record (IFR) number, if one is required

<b>Letter of Collaboration</b>	<i>... when ARS will receive subaward funding</i>	<i>... when “no funds to ARS”</i>
ARS scientist must include a brief description of their collaborative work on the proposed project.	Can use the ARIS objective(s) as the brief description.	Can use the ARIS objective(s) as the brief description, if the IFR was required.
Enclosures	The ARS scientist scope of work/project narrative, budget & budget justification are generally an enclosure to the LOC.	There are usually no attachments.
IFR log number	include at bottom of the letter	Include at the bottom of the letter, <i>if</i> there was an IFR
		The Area may deem the involvement important enough that a Non-Funded Cooperative Agreement be established with the Prime applicant.

**The LOC must *NOT* contain–**

- ... any ARS dollar amount, *unless it is specifically requested by the applicant entity.*
- ... statements regarding negotiations of subawards, since the LOC is only associated with pre-award, not a subaward.
- ... “This is important research and meets the Agency’s overall mission needs.” which is unnecessary.
- ... the Authorized Departmental Officer’s name and email and phone. This is pre-award and any award notifications would go to the Area grants email address, where the PA would appropriately forward to respective GMS, etc.

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### Standard body of the LOC –

The USDA, Agricultural Research Service (ARS) agrees to participate as a collaborator on your proposed research project.

The ARS portion of the work will be under the primary direction of Dr. [insert ARS Principal Investigator name] and will [type brief description ARS PI's involvement here].

The proposed collaboration has been reviewed and approved by the appropriate personnel at the ARS. If your proposal entitled [insert the official proposal title], is selected for funding by the [insert name of funding entity], it is the Agency's intent to collaborate with each other and/or commit resources as described above [if ARS is subrecipient then include “and found in our proposal documents”].

Notices of Award or questions should be emailed to [insert the grants email address for your respective Area].

We appreciate the opportunity for this collaboration.

Sincerely,

**AREA DIRECTOR NAME**

Area Director  
Authorized Representative

Enclosure (if applicable)  
IFR Log # \_\_\_\_\_

### ARS Area Office grants email addresses –

Pacific West Area: [grants.pwa@ars.usda.gov](mailto:grants.pwa@ars.usda.gov)

Plains Area: [grants.pa@ars.usda.gov](mailto:grants.pa@ars.usda.gov)

Midwest Area: [grants.mwa@ars.usda.gov](mailto:grants.mwa@ars.usda.gov)

Southeast Area: [grants.sea@ars.usda.gov](mailto:grants.sea@ars.usda.gov)

Northeast Area: [grants.nea@ars.usda.gov](mailto:grants.nea@ars.usda.gov)