[Date]

Re: [announcement #]

Dear Program Director,

With this letter, I am attesting that our [college] has more undergraduate enrollment than graduate student enrollment at the date of submission, and [PI name] holds a primary appointment in the [college]. The [college] focuses almost exclusively on providing undergraduate students with a {..} education, but we have a few masters students.

I also certify that all non-health professional components of the institution together have not received support from NIH totaling more than $6 million per year in the last 4 of 7 fiscals years in both direct and indirect costs.

Thank you for your consideration of [PI name]’s proposal.

Sincerely,

PROVOST Signature Required

Kristi A. Nelson, PhD

Executive Vice President for Academic Affairs and Provost