

SAMPLE COVER MEMORANDUM

(Date)

SUBJECT: Proposed Non-funded Cooperative Agreement
"[Insert Title Here]"

TO: Ingrid S. Charlton
Authorized Departmental Officer, NAA

THROUGH: Wilda H. Martinez
Area Director

***Research Leader and/or
Center/Location Director Name
Title***

FROM: **Requesting Scientist Name
Title**

Please establish a Non-funded Cooperative Agreement with ***Name of Organization***
located in ***City & State*** .

The proposed Cooperator has ***(List appropriate experience here)***

The proposed work is a joint effort to ***(List Goals, Approach, and Mutual Benefits Here. This should be a concise overview)***

Their Principal Investigator, ***(Name of Cooperators's Researcher)***, has ***(List Appropriate PI Experience Here)***

We selected this organization because ***(List reasons the Cooperator is suited to this particular research)***

Please note ***(List any special features here, such as space provided, loan of equipment, etc.)***

We expect this project to last from ***(Starting Date)*** to ***(Ending Date)*** .

A detailed Statement of Work, and REE-451, and contact sheet are enclosed.

Enclosures

NOTE: If the Agreement requested is with a private, for profit organization, include a statement identifying any conflict of interest. A NEGATIVE STATEMENT, IF APPROPRIATE, IS REQUIRED.

01/14/03