

Suggested Language for Cost-Share Certification Letters

To ensure that the program's cost-sharing requirement is fulfilled, and to support CMO actions directed toward allocating DARPA funds, Dr. Dennis Polla, MTO program manager, has requested that each grant awardee provide certification that committed resources have been provided. We suggest that this certification be provided in a simple letter format on university letterhead and signed by an appropriate university administrative person as the resources are received. The letter should be from the Grantee's Office of Sponsored Research, or similar, and be addressed to:

Dr. Dennis Polla
DARPA/MTO
3701 Fairfax Drive
Arlington, VA 22203

and also copied to the Contracts Management Office:

DARPA/CMO
Attn: Michael Blackstone
3701 Fairfax Drive
Arlington, VA 22203

Suggested content for these certification letters is provided below, with several variations provided to reflect certain contingencies:

(1) For cases where all cost-sharing resources have been received:

Dear Dr. Polla:

This letter hereby certifies that cost-sharing funds in the amount of *insert dollar amount of funds* have recently been received from *insert company name* to support research being funded by DARPA at *insert university name* as an element of its N/MEMS S&T Fundamentals program. These funds represents full payment of the cost-sharing commitment made by *insert company name* to support work being conducted in the first year of the program.

NOTE: Similar paragraphs can provide certification regarding receipt of cost-sharing funds from other partners. The following table may be referenced in the letter for those having multiple Center participants contributing share:

Industry Participant	Contribution Received	Date Received

(2) For cases where only a portion of the committed cost-sharing funds has been received:

Dear Dr. Polla:

This letter hereby certifies that cost-sharing funds in the amount of *insert dollar amount of funds* have recently been received from *insert company name* to support research being funded by DARPA at *insert university name* as an element of its N/MEMS S&T Fundamentals program. These funds represents partial payment of the cost-sharing commitment in the amount of *insert dollar amount* made by *insert company name* to support work being conducted in the first year of the program. Additional cost-sharing funds in the amount of *insert dollar amount* are expected to be provided by the company *insert summary details with respect to payment schedule*. Certification regarding receipt of these additional funds will be provided after the funds have been received.

NOTE: Similar paragraphs can provide certification regarding receipt of a portion of committed cost-sharing funds from other partners.

(3) For cases where all of the cost-sharing funds have been received from some partners and a portion of the committed funds from other partners, the certification letter provided can include paragraphs of the form indicated in both (1) and (2) above.

For those instances that include some cost-sharing by the grant awardee university or its university partners, the suggested content for the certification letter is stated below:

This letter hereby certifies that cost-sharing funds in the amount of *insert dollar amount of funds* committed by *insert university name* to support research being funded by DARPA at *insert university name* as part of the DARPA as part of its N/MEMS S&T Fundamentals program are being provided in the form of *insert applicable description* (cash resources; funds for equipment purchases; support for graduate students working on the program, including salaries, benefits, tuition remission, other indirect costs, etc. as appropriate). These funds represents the full cost-sharing commitment made by *insert university name* to support work being conducted in the first year of the program.