

**SAMPLE SINGLE COPY DOCUMENT DESIGNATING SUBSTITUTE NEGOTIATOR (SN)**

University Letterhead

Date

Dear Colleagues,

This is to inform the National Science Foundation that [name of SN], has agreed to be the substitute negotiator for PI or co-PI [name of former NSF employee or IPA] on an [type and name of proposal], which will be submitted [submission date] through the [name of grantee entity].

Dr. [name of former NSF employee or IPA]'s appointment at the National Science Foundation concluded on [date NSF tenure ended] within the [name of former NSF employee's or IPA's Division] [name of any subdivision such as cluster].

Dr. [name of SN] contact information is the

[name of University]

[Department]

[Complete mailing address]

[Phone]

[Email]

Thank you very much for your help in this matter.

Sincerely,

[name of AOR]

[title of university official]

Signature of former NSF employee or IPA

Email

Signature of SN

Email