*Consultant Letter of Commitment Template*

PI Name

Address

Dear PI:

This letter serves as a quote for professional services related to your proposal, “*Proposal Title,”* which will be submitted to *Funding Agency Name* *Program Name.* Costs include my time and services, inclusive of all travel expenses, to perform the following:

*Itemized Statement of Work with Deliverables Noted*

To complete the above, I will require {*Total Cost},* which breaks down to *Number of Hours/Days* at a rate of *Hourly or Daily Rate in $.* The annual break down of tasks and associated costs follows:

*Insert annual tasks, hours, and costs, for example:*

*Year 1: Developing and distributing questionnaire: XX hours @ $XX = $XX*

*Other Year 1 Taks*

*Total Year 1 Cost: $XX*

*Year 2: Transcription, coding, analysis and synthesis of data: XX hours @ $XX = $XX*

*Total Year2 Cost: $XX*

In addition to committing myself to performing these services for the quoted rate, this letter also serves to certify that all work will be performed on the consultant’s personal time with no use of other than personal equipment. Finally, I attest that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

Signature Line

Contact Information