SAMPLE EMAIL – Affirmation of Effort

-----Original Message-----

From:

Sent:

To: Mr. Name

Subject: Affirmation of Effort

Good Day Mr. NAME,

Federal funding agencies require that the NPC NAME keep verified, formal time and effort records for all personnel paid from Federal funds. So that we may fulfill this requirement would you please review the information below and confirm via reply to this email that the information provided to us by Research Service reflects your actual effort on Dr. XXXXX’s NIH funded project entitled “*XXXXXXXXXXXXXXXXXXX*”.

DATE

Bill of Collection # XXX-XXXXXX

Salary costs per 01/01/19 MOU

Amount: $3,626.27

11% effort for the period of 01/01/19 thru 03/31/19

Please feel free to contact me if you require any additional information.

Thank you.