

January 3, 2002

SAMPLE

Jane Doe
111 Aloha Street
Honolulu, HI 11111

Dear Dr. Doe:

This is an invitation for you to provide research consultation to faculty who are developing research and training grant applications. You will provide consultation from the development of the idea through the receipt of funding. Activities will include (but not limited to) the following: 1) grant writing, 2) grant revision, 3) critiquing, 4) editing, 5) design, 6) methods, and 7) funding strategies.

You will provide 50 hours of consultation at \$50 per hour for a total of \$2,500. Availability for consultation will begin no earlier than 03/01/02 and will be completed by 06/30/02.

I have enclosed three documents that will need to be completed and signed by you as indicated. Please complete and return these documents to me by January 25, 2002, so that we can process the necessary documents needed for your consultation.

Thank you for your assistance in this matter, and we look forward to working with you. If there are any questions please do not hesitate to call me at (808) 956-0000.

Sincerely,

Lance Karajen
Assistant Professor

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Enclosures (3):

- Independent Contractor Questionnaire (UH Form 78)
- WH-1 Statement of Citizenship and Federal Tax Status
- University of Hawaii Services Contract (OPRPRM Form 63)