Template: Letter of Intended Collaboration

**Complete the text below and copy onto NASA letterhead for signing by the relevant NASA Center and submission to MBIE by the NZ research partner.**

Modifications to the template letter are acceptable however the information below represents the minimum level required for proposals to meet eligibility requirements.

Manager

International Science Partnerships

Ministry of Business, Innovation & Employment - Hīkina Whakatutuki

15 Stout Street

Wellington 6140

Date

To the Manager, International Science Partnerships

This letter confirms the support of [Name of NASA Center/Department] to collaborate with [Name of New Zealand research organisation] on the project “[project name]” under the New Zealand – NASA Research Partnership Program, if successful in its proposal for feasibility study funding.

The feasibility studies will be selected through a joint MBIE/NASA assessment process via the New Zealand – NASA Research Partnerships 2023 Call for Proposals.

The [Name of NASA Center/Department] will support “[project name]” through [in-kind personnel contribution (insert description of the roles/responsibilities the Center/Department will bring to the study)] to jointly submit with the New Zealand partners [partner names] a feasibility study, as shown in the table below (add / remove rows as required):

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job Title | Role in project | Approximate FTE[[1]](#footnote-1) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The feasibility study will be performed over a [six-month] period starting 1 April 2024. [NASA Center/Department] confirms a commitment to providing this resource.

This letter also confirms that all NASA requirements, including eligibility criteria and internal policies and requirements for international research partnerships, have been considered and no barriers to partnership have been identified.

The nominated management level contact officer for the feasibility study proposal is:

[Insert name and position]

[Insert contact information]

[NASA Center/Department]

Yours sincerely,

[Signature]

[Name]

[Position title and Department – Head of Department or similar]

[Contact information – email, phone]

[NASA Center/Department]

1. FTE means Full Time Equivalent and is calculated based on the number of hours per week worked by an individual on average over the term of a project. 1 FTE is equivalent to 40 hours per week. A person who works 20 hours a week on a 6 month project would be 0.5 FTE. [↑](#footnote-ref-1)