

Research Proposal Acceptance Letter Sample for Funding

[Date]

[Applicant Name]
[Applicant Address]
[City, State, ZIP Code]

Dear [Applicant Name],

We are pleased to inform you that your research proposal titled "[Project Title]" submitted to [Funding Organization Name] has been reviewed and **approved for funding**. After careful consideration, the review committee commends the merit and potential impact of your proposed study.

Funding Details:

- **Funding Amount:** [Amount Awarded]
- **Project Duration:** [Start Date] to [End Date]
- **Reference/Grant Number:** [Grant Number]

Please be advised of the following **conditions and requirements** associated with this grant:

- Submission of progress reports at intervals specified in the attached agreement.
- Adherence to the approved budget and reporting of any deviations or changes.
- Proper acknowledgment of [Funding Organization Name] in all publications and presentations resulting from this research.
- Compliance with all institutional and ethical guidelines.

Enclosed with this letter, you will find the official grant agreement outlining the terms and conditions. Please sign and return one copy to confirm your acceptance of the award.

We congratulate you on your successful application and look forward to the impactful outcomes of your research. Should you have any questions or require further clarification, please contact [Contact Name] at [Email Address] or [Phone Number].

Sincerely,
[Name]
[Title/Position]
[Funding Organization Name]

This letter template confirms the acceptance and funding of a research proposal, including the project title, funding amount, terms, and reporting conditions.