[INSERT PI or ORA letterhead]

DATE

GMS Name

Title

Address/Email

RE: Prior Approval to Add Foreign Component to [Grant #], [Grant title].

Dear \_\_\_\_\_\_,

In accordance with section 8.1.2.10 of the NIH policy statement, we request permission to add a foreign component to my above referenced grant.

[Describe the location of the site, who will be involved, what they will be doing—**be specific,** how long they will be involved with the project, and the funding source for their involvement. What kind of data will they have access to? Will they be co-authors on publications?]

Thank you for your consideration of our request.

Sincerely,

PI Name Authorized Official Name

PI Title Authorized Official Title

Johns Hopkins University Office of Research Administration

School of Medicine Phone/Email

Phone/Email

**\*\*\*\*UPDATE THE HIGHTLIGHTED FIELDS, REMOVE THE HIGHLIGHTING (AND THIS NOTE), BEFORE YOU SEND THIS TO THE PI FOR SIGNATURE.\*\*\*\***