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SCHOOL OF ENGINEERING AND APPLIED SCIENCE
PREAWARD RESEARCH ADMINISTRATION
University of Virginia
Thornton Hall
Charlottesville, Virginia 22903-2442
Phone: 804.924.6272 Fax: 804.924.6270

December 7 ,1998

Dr. Richard F. Bradley
Central Development Laboratory
National Radio Astronomy Observatory
520 Edgemont Road
Charlottesville, VA 22903

Dear Dr. Bradley:

Enclosed for your review and evaluation are an original and two (2) copies of our proposal entitled "Submillimeter-Wave Multiplier Development for the Millimeter Array," submitted by Drs. T. W. Crowe and J. L. Hesler of the Department of Electrical Engineering.

If we can be of further assistance, please contact Ms. D. E. Van, Grants Administrator of our Office of Preaward Research Administration, at (804) 924-6272. **NOTE: Contractual information and negotiations should be addressed to Mr. D. Wayne Jennings, Director, Office of Sponsored Programs, P.O. Box 9003, Charlottesville, Virginia, 22906 or phone (804) 924-4270.**

Sincerely,

H. N. G. Wadley

Haydn N. G. Wadley
Associate Dean for Research

HNGW:tj

Enclosures: (3) SEAS Proposal No. EE-NRAO-8184-99

c: Dr. T. W. Crowe
Dr. J. L. Hesler
Dr. J. H. Aylor
Mr. D. W. Jennings
Ms. F. B. Cline
Ms. D. E. Van

UNIVERSITY OF VIRGINIA

Carruthers Hall • P.O. Box 9003 • Charlottesville, Virginia 22906 • 804-924-4270 • FAX 804-982-3096

OFFICE OF SPONSORED PROGRAMS

A MESSAGE TO THE SPONSOR

In my capacity as Director of Sponsored Programs, I have been officially authorized by and for the University to indicate by my signature the University's recommendation of all proposals and the acceptance of all awards. Currently authorized alternate signatures are those of Mr. Gene D. Block, Vice President for Research and Public Service; Mr. Charles T. Gillet, Assistant Vice President for Finance and Comptroller; Ms. Rebecca L. Abell, Assistant Director, Sponsored Programs, and Mr. Gerald J. Kane, Research Administrator, Sponsored Programs. It is requested that any proposals or revisions you receive not bearing any of these signatures be returned to our **OFFICE OF SPONSORED PROGRAMS** for the necessary processing leading to proper signatory action.

It is also requested that all notifications of award and administrative correspondence pertaining thereto be addressed to the Office of Sponsored Programs. Please include with each individual award a statement of any limitations or requirements concerning it (i.e., project period, reports, etc.). Grants and contracts should be awarded to **THE UNIVERSITY OF VIRGINIA** and checks should be made payable to **THE UNIVERSITY OF VIRGINIA**.

The Office of Sponsored Programs is the only office of this University officially delegated with the authority to negotiate binding grants and contracts between the University and its sponsors. The faculty are encouraged to make preliminary contracts with the sponsor relative to the scientific and technical aspects of proposals. However, negotiation of the final budget and the commitment of University resources, financial or otherwise, must be performed by contacting the Office of Sponsored Programs, telephone (804) 924-4270.

Your assistance in cooperating with the requests in this memorandum will be very much appreciated and should greatly expedite the processing and facilitate the administration of proposals and awards by your offices and our own.

D. Wayne Jennings
Director, Sponsored Programs