*This letter intends to signal to the selection committee the applicant's employer is aware of and supports the submitted proposal. The letter contains a high-level overview of expectations on behalf of the applicant and their employer should the proposal be accepted as one of the 10 to receive the US$100K in funding.*

*The letter must be signed by someone within the applicant's organization with the authority to do so.*

Letter of Agreement

(on the organization’s letterhead)

[Date]

To the

Optica Foundation Challenge Committee:

I am familiar with and support [name of early-career applicant's] proposal entitled [title of the proposal].

I understand by supporting the submitted proposal, I am agreeing that [institution/organization/employer name] will conform to the following terms if the proposal is chosen:

1. The proposed project may be conducted at [institution/organization/employer name]
2. The applicant shall confirm that applicant’s proposal and related materials do not contain any confidential, proprietary or trade secret information belonging to a third party; do not infringe upon the intellectual property rights of a third party; and comply with US export control laws, including the Export Control Act of 2018, ITAR, EAR and the Foreign Corrupt Practices Act.
3. The applicant will be allowed to share updates with the Challenge Committee and via Optica promotions and conferences.
4. The application enclosed with this letter can be made available publicly without edits.
5. The applicant will be required to attend at least one symposia focused on the progress and results of the winning applications will be hosted in 2024.
6. Any results/progress will be submitted for consideration to be published in Optica open-access journals (the program will cover publishing fees if a manuscript is accepted)
7. The applicant will be allowed to travel and participate in at least one review meetings with the Challenge Committee to provide updates on progress and receive advice/guidance. (program will pay travel and lodging expenses)
8. The proposed time and resources required from the applicant and others on staff enlisted to assist will be allowed.
9. There will be a limited amount of overhead assessed.
	1. University, NGO employers, agree to no more than 10% overhead
	2. Corporate employers must agree to no assessment of overhead

Sincerely,

[Name]

[Title]

[Organization Name]

[Address]

[Email]

[Phone]