

# Letter of Institutional Commitment

TOEFL® Committee of Examiners Research Program

## Institution's Commitment

Proposals must include a letter committing the Applicant's Institution to the proposal and stating its validity for a period of at least ninety (90) days from the proposal deadline date. The original letter must be signed by a representative of the institution's contracting office with commitment authority, and the letter must be submitted with the proposal. The contracting officer may obtain a sample ETS grant agreement by submitting a request to [TOEFL\\_RC2@ets.org](mailto:TOEFL_RC2@ets.org). Proposals will not be reviewed for consideration unless such a letter has been submitted with the proposal.

## Ownership

ETS must own the data and the copyrights of the reports/deliverables that are developed as a result of the research project and all such data, reports, and deliverables will be considered "works made for hire." Please ensure that Applicant's Institution is in agreement with these ownership rights before submitting a Proposal. Should the Applicant's Institution not agree with the ownership rights of ETS, please do not submit a proposal.

## Publication Rights

The researcher may use the data and results for a scientific publication, subject to prior review by ETS, and inclusion of the following:

"This research was funded by the Educational Testing Service (ETS) under a Committee of Examiners and the Test of English as a Foreign Language research grant. ETS does not discount or endorse the methodology, results, implications, or opinions presented by the researcher(s)."

The review process requires submission of the full proposed publication at least sixty (60) days prior to the date on which it is to be submitted to any third party. The manuscript must pass ETS technical review before being submitted for publication, whether as an *ETS Research Report* or an article in a scholarly journal.

## Budget

ETS prefers to award grants to institutions which respect its nonprofit status. We therefore will not accept an indirect costs/overhead rate exceeding 15%.

### Contract Officer's Approval

My signature below certifies that I have reviewed the Applicant's proposal, and I can commit the support of this institution to the project as outlined in the proposal and budget.

Institution

Signature

Name

Title

Email address

Date