

# Research Collaboration Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to propose a collaboration between [Your Institution/Department] and [Recipient's Institution/Department] for the purpose of jointly conducting interdisciplinary research on [Brief Description of Project]. This partnership aims to leverage the expertise and resources of both institutions to achieve significant advancements in [Field/Area of Research].

Key terms of the collaboration include:

- **Scope of Work:** [Description of project scope]
- **Project Duration:** [Start Date] to [End Date]
- **Funding:** [Outline of funding responsibilities]
- **Intellectual Property:** [Agreements on IP rights]
- **Publication:** [Guidelines on authorship and publication]
- **Meetings:** [Frequency of meetings and updates]

We believe that this collaboration has the potential to yield impactful results and are excited about the possibilities it holds. We would be pleased to discuss this proposal further and address any questions you may have.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[Your Email]

[Your Phone Number]