

Faculty Research Grant Funding Decision

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Department Name]

[University/Institution Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

We are pleased to inform you that your proposal titled "[Proposal Title]" has been reviewed by our committee for the [Year/Season] Faculty Research Grant. After careful consideration, we are delighted to inform you that your application has been **approved/rejected**.

Should your application be approved, you will receive a total funding of [Amount] to support your research activities. Please find attached the details of the grant agreement and the required conditions.

If your application was not approved, we encourage you to consider the feedback provided in the review process to strengthen your future proposals. We appreciate your commitment to advancing research within our institution.

Thank you for your dedication to research and your contribution to our academic community.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University/Institution Name]

Attachments: [If applicable]