**INSTITUTIONAL ASSURANCE LETTER EXAMPLE**

**OCGA REPRESENTATIVE WILL PLACE ON LETTERHEAD**

March 4, 2025

Brain & Behavior Research Foundation 90 Park Avenue, 16th Floor

New York, NY 10016

**Subject: 2025 BBRF Young Investigator Grant Institutional Assurance**

To Whom It May Concern,

On behalf of The Regents of the University of California, Los Angeles, I am pleased to endorse the enclosed application titled, “*Xxxxxxxx*,” submitted for your consideration by, Dr. XXXXXX of the UCLA Semel Institute for Neuroscience and Human Behavior. The proposed work will be conducted under the primary mentorship of Dr. XXXXX also of the UCLA Semel Institute for Neuroscience and Human Behavior and an expert in the area of XXXXX. We confirm that Dr. XXXX is eligible for the grant as a postdoctoral fellow at our institution.

We accept and acknowledge the 2025 Brain & Behavior Research Foundation (BBRF) Young Investigator Grant guidelines. Please note that the Foundation’s award terms may not comply with University of California policies. Therefore, if the project is funded, we respectfully request the right to negotiate mutually acceptable alternative language.

Your favorable consideration of this application is appreciated. If an award is made, it should be issued in the name of The Regents of the University of California, Los Angeles and forwarded to [awards@research.ucla.edu](mailto:awards@research.ucla.edu). If you have questions of administrative nature, please contact me directly using the contact information provided below.

Sincerely,

OCGA Officer Name

UCLA Office of Contract and Grant Administration 10889 Wilshire Blvd, Suite 700

Los Angeles, CA 90095-1406 (310) OCGA Officer Phone

[OCGA\_Rep\_EMAIL@research.ucla.edu](mailto:OCGA_Rep_EMAIL@research.ucla.edu)