***[Date]***

***[Name of college/university]***

***[Address of college/university]***

Dear Mr. Rajan,

This letter is to support ***[name of college/university]***’s request for funding under the Bill & Melinda Gates Foundation’s *Adaptive Learning Market Acceleration Program* initiative.

I understand that, should my institution be selected for the project, we will partner with a technology supplier to implement an adaptive learning course for our students and deliver it for three consecutive semesters or quarters, commencing no later than January, 2014.

As part of this project, ***[name of college/university]*** will participate in the foundation-funded research study and will cooperate with the foundation-selected researchers tasked with the goal of surfacing, analyzing and disseminating research from the study. We will provide these researchers with non-personally identifiable data requested to support the research project. We will allow the researchers access to interview and survey college personnel and staff and to survey students during as the program as requested. We will facilitate these research activities as necessary. In return, we will receive copies of data as well as interim and summative research findings produced by the researchers.

***[Name of college/university]*** is excited about the prospect of partnering with a supplier to implement an adaptive learning course and assess its impact on student outcomes. We appreciate the opportunity to apply for the Bill & Melinda Gates Foundation support for this endeavor.

***[President’s name]***

***[Title]***

***[Signature]***