**E.g. template for content of Letter of Intent (LOI) to participate through collaboration agreement**

**(Company/Agency may add their own letterhead and as appropriate)**

**Project Title:** *[Overview of Project Scope encompassing Areas of work and Target outcomes]*  **Date:** DD MM YYYY

1. On behalf of [**Industry Partner/Agency Name**], this letter confirms our intent to collaborate with **[Host Institute]** on the development of [**Project Scope**] for the application of the **Quantum Engineering Programme 3.0 (“QEP 3.0”) Grant**
2. [*Please include a brief background of [****Industry Partner/Agency Name****], stating your company’s relevance and fit, and contribution to the project*.]
3. We commit to contributing both financially and in-kind to the joint research project, contingent to the approvals of both **[*any fund sources/delete as appropriate*]** and the **QEP 3.0 Grant**, followed by an executed binding agreement
4. We also confirm that we will be working toward a binding **collaboration agreement** with [Host Institute**]** following the submission of this **Letter of Intent (“LOI”)**, detailing the collaboration scope and its requirements, which will be executed on the Date of Award of the QEP 3.0 Grant
5. Subject to the grant approvals and the execution of the legally binding collaboration agreement, [**Industry Partner/Company Name**] will provide the following contributions to support the project:
   * 1. **Contribution 1:** [Total Cash Amount in SGD $] in financial support  
        **Contribution 2:** [Total In-kind Contribution Amount in SGD $] in in-kind support
     2. Our contributions with the following breakdown:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Resource** | **Amount  of Fund (SGD $)** | **Duration  of Support** | **Expiry Date (dd/mm/yyyy)** |
| e.g. Cash |  | e.g. 18 months | e.g. dd/mm/yyyy T0 + 18 months |
| e.g. In-kind: EOM |  |  |  |
| In-kind: OOE |  |  |  |
| In-kind: EQPT |  |  |  |

1. The key objectives, milestones, deliverables, and timeline are detailed in Appendix 1 enclosed with this letter.
2. We look forward to collaborating with \_\_\_\_\_\_\_\_\_\_\_ to deliver this project. Please feel free to contact us for any further information or clarification.

Yours sincerely

**[*Authorised Signatory of Industry Partner*]**  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
[Representative Name, Title]

**APPENDIX 1**

Appendix 1 outlines the draft scope of our collaboration for which we are working toward a collaboration agreement in time to be signed with the LOA should the proposed QEP3.0 proposal be award.

* 1. **[***Specific***] Objective:**

*[Current industry developments/challenges, What challenges would the project address/advance in developments, What this project aims to develop/achieve]*

* 1. **[***Measurable***] Project Milestones:**  
     The key milestones for this project include:
     1. **Milestone 1:** *e.g. Scope… to Support … and … with the development of… for…etc.*
  2. **[***Achievable/Relevant Outcomes***] Deliverables:** 
     1. **E.g. Designing of … by [Party 1] and [Party 2]**
        1. *E.g. [List Scope, Targeted Outcomes and (Responsibility Owner)]*

**Timeline:**The Gantt chart below outlines our planned activities for the next […] months following the project kick-off, highlighting the deliverables and assigned owners for each item:

[*Insert Gantt chart with itemised Milestones and Deliverables, with Roles and Assigned Owners, Checkpoints, etc*.]