

This letter will help inform the selection committee that the applicant's employer is aware of and supports the submitted proposal. The letter contains a high-level overview of expectations on behalf of the applicant and their employer should the proposal be accepted as one of the 10 to receive the US \$100K funding.

The letter must be signed by someone within the applicant's organization with the authority to do so (e.g., Department Chair, Department Head, or Department Manager).

Letter of Agreement
(on the organization's letterhead)

To the

Optica Foundation Challenge Committee:

I am familiar with and support _____ proposal's entitled
_____.

I understand that by supporting the submitted proposal, I am affirming that _____
_____ will conform to the following terms if the proposal is chosen:

1. The proposed project may be conducted at _____
2. The applicant will be allowed to share, publish and present non-proprietary results/work via Optica promotions, journals and conferences.
 - a. At least two symposia focused on the progress and results of the winning applications will be hosted in 2024.
3. The applicant will be allowed to submit results/progress papers for publication, and applicants are encouraged to do so in Optica open-access journals. If the paper is submitted to an Optica publication, the program will cover the publishing fees.
4. The applicant will be allowed to travel and participate in two review meetings with the Challenge Committee to provide updates on progress and receive advice/guidance. (Note that the program will pay travel and lodging expenses.)
5. The proposed time and resources required from the applicant will be allowed.
6. There will be a limited amount of overhead assessed.
 - a. University, NGO employers, agree to no more than 10% overhead.
 - b. Corporate employers agree to no assessment of overhead.

Sincerely,