

## SAMPLE LETTER OF INTENT

Date

To:

Title:

Mailing address

Dear \_\_\_\_\_:

The following information represents Pontifical Catholic University of Puerto Rico regarding our intent to submit a funding proposal to \_\_\_\_\_.

**Our Organization:** The Pontifical Catholic University of Puerto Rico (PCUPR) is a private, non profit institution of higher education with close bonds with the Catholic Church of Puerto Rico. It was founded on September 8, 1948. Its main campus is located in the southern coast of the Island of Puerto Rico--Ponce, with branch campuses in Arecibo and Mayaguez, and extensions in Guayama and in Coamo. The **mission** of the PCUPR is to merge a vivid, academic and service-oriented community, devoted to the search for truth and the absolute fulfillment of the human being in all of his/her dimensions. PCUPR **offers** associate, baccalaureate, master's, doctoral, first professional degrees, and certificate programs. A Bachelor of Arts degree in Philosophy and Master of Arts Divinity are offered both at the Seminario Santa María de los Angeles in San Juan and at the Seminario Mayor Interdiocesano at Ponce. A graduate program in religious education is offered at the Instituto Superior de Teología y Pastoral de la Arquidiócesis de San Juan (ISTEPA). PCUPR has the following consortiums with: the Universidad Complutense de Madrid leading to a Doctor of Philosophy, Behavioral Science and Society granted by the University of Complutense; the Nova-Southeastern University leading to a Pharmacy degree granted by the Nova-Southeastern University; the University of Wisconsin at Madison leading to a Bachelor of Science-Doctor of Veterinary Medicine; the University of Valladolid in Spain and with Nova Southeastern University in Ft. Lauderdale, Florida; the Case Western Reserve University in Cleveland, Ohio leading to Bachelor in Science-Bachelor in Engineering; the Massachusetts College of Pharmacy in Boston leading to Bachelor of Science-Bachelor of Science in Pharmacy; and with the Ponce School of Medicine at Ponce, Puerto Rico leading to Bachelor of Science-Doctor in Medicine. A Bachelor of Arts degree in Philosophy and Communications is offered at the Franciscan Missionaries of the Eternal Word-Birmingham, Alabama. Continuing education courses offered in San Juan at the Program de Iniciación Teológica (certificate). Professional accreditation in law (p, ABA), nursing (b, M, NLN), social work (B, CSWE), and medical technology (C, CAHEA).

**Proposed Project:**

**Amount Requested:**

**Project Highlights:** The proposed project will consist of \_\_\_\_\_. The purpose of this program, will be to\_\_\_\_\_.

**Target Population of Organization:**

**Total Cost of Project Being Proposed for Funding:**

**Agency's Total Budget for Current Fiscal Year:**

**Contact Person and Number:**

**Authorized Signature:**