Attachment A

SAMPLE NOTIFICATION LETTER TO BE SENT TO SPONSORS

Name and Address of Sponsor

RE: Proposed Consulting contract

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

This letter is in reference to the consulting contract I have with you regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. According to Policy #101.5 of The University of Montana concerning Faculty Consulting, I am obliged to inform you in writing that all of my actions taken and performed in the above-referenced consulting agreement will be done as a private consultant; that The University of Montana is not a party to the consulting contract or liable or responsible for the performance thereof; and that The University of Montana is not liable in any way for property of the client utilized, observations, or otherwise in connection with the consulting engagement, nor for consequential damages.

In addition, the sponsor may not use the name of The University of Montana in advertising or in any other way without the express consent of my dean (enter name and phone number for your dean). An exception to this general rule is to include the name of The University of Montana as my current employer in my credentials.

Please contact me if you have any questions.

Thank you.

Sincerely,

Name of Faculty Member