

[Month Day], 202[X]

The Board of Trustees of  
The Leland Stanford Junior University  
Frances C. Arrillaga Alumni Center  
326 Galvez Street  
Stanford, California 94305-6105

Attention: Martin W. Shell  
Vice President, and Chief External Relations Officer

[Insert full company name] (the “**Donor**”) is pleased to provide a gift in the amount of US\$[insert dollar amount] (the “**Gift**”) to The Board of Trustees of The Leland Stanford Junior University (“**Stanford**”) to support [insert researcher’s name or very brief and basic description of the gift’s purpose] (the “**Purpose**”).

The Donor acknowledges that:

- A Stanford infrastructure charge will be applied to this Gift;
- All intellectual property or data resulting from the use of this Gift will be the property of Stanford;
- In the event a separate proposal and/or budget has been provided to the Donor, such proposal and/or budget is descriptive, rather than prescriptive, of the work that may be done under the Purpose and is not intended as a commitment to a specific line of inquiry, specific expenditure of time, specific expenditure of funds or specific research deliverable;
- Any narrative reports to the Donor will reflect a general summary of the progress accomplished, and any financial reports will be summary reports of funds spent and need not include a line-item reconciliation with any such proposed budget;
- If there comes a time when the intended Purpose can no longer be carried out while any amount of the Gift remains unspent, the Gift shall be used to further the objects and purposes of Stanford, giving consideration to Donor’s special interest in the Purpose; and
- Donor may disclose factual information about the Gift in annual reports and to the extent required by law, but Donor may not issue a press release or reference the Gift in other forms of publicity without the prior written consent of Stanford, which is provided on a limited basis. Except as otherwise provided herein, Donor will not use the name of any Stanford faculty member, employee, or student, or any trademark, service mark, trade name, or symbol of Stanford without Stanford’s prior written consent.

Sincerely,

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[Donor]

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[Name, Title]