Letter of commencement template[delete this text]

Applicant organisation letter head

Therapeutic Innovation Australia

c/o Griffith Institute for Drug Discovery

Griffith University

Don Young Road

Nathan QLD 4111

Sent via email to: [info@therapeuticinnovation.com.au](mailto:info@therapeuticinnovation.com.au)

[DATE]

To whom it may concern

**RE: COMMENCEMENT OF PIPELINE ACCELERATOR COVID-19 PROJECT**

I am writing to report that the Provider’s work on the project “PROJECT NAME” as supported by the Pipeline Accelerator scheme has now commenced.

[Paragraph summarising capabilities being provided. Be brief as this will likely mirror the application UNLESS changes from the submitted application have been made. If this is the case, detail these changes here.]

Appendix 1 includes a copy of an invoice for the voucher plus GST to be paid to the Provider.

Kind regards,

Applicant

*(name, sign and date)*

Provider

*(name, sign and date)*

**Appendix 1: Include an invoice for reimbursement of voucher value to Therapeutic Innovation Australia**

**Addressed to**:

Therapeutic Innovation Australia

Suite 20, Level 14

330 Collins Street

Melbourne VIC 3000

**Email to:**

info@therapeuticinnovation.com.au

s.newman@therapeuticinnovation.com.au

**For attention of:**

Dr Stuart Newman, CEO

**Payable to**: Provider

**Amount**: $50,000 or $5-20,000 as applied for, plus GST.

**Suggested line item**: Commencement payment of funding support of project “PROJECT NAME” under TIA’s Pipeline Accelerator COVID-19

**Payment terms**:

30 days to allow TIA to assess evidence of commencement.