Date: [today's date]

From: [name and title of senior person from institution]

Subject: Extension of Memorandum of Understanding providing access to FoodAPS restricted use data

To: Administrator, Economic Research Service, United States Department of Agriculture (ERS/USDA)

Our current Memorandum of Understanding expires [date of signature]. I would like to request a one-year extension to the current agreement that allows us to access and analyze the agreed upon FoodAPS data sets. This will enable us to complete the work described in the original Project Agreement dated [date of signed Project Agreement].

As part of the Memorandum of Understanding extension, all participants in the Project Agreement will review the ERS confidentiality training materials and sign non-disclosure agreements.

Sincerely,

[Senior Official title and Institution]

[senior official name]
    Print name   Signature   Date

This request for extension to the Memorandum of Understanding has been reviewed and the response to the request is indicated below.

Administrator, Economic Research Service, USDA

Spiro Stefanou _____

Additional Comments: _____

_____

Approved_____   Disapproved_____Date _____

Attachment:

1. Original Memorandum of Understanding
2. Original Project Agreement or Portal Application