**ANEJO**

**Modelo carta a oficial de programa:**

Dear [Program Officer Name]

As you may be aware the University of Puerto Rico at [campus] is facing a student protest that has limited some operations at the University. However, the [project name] has continued as planned. My associates and I were able to conduct project tasks as scheduled. I am thus, informing you that [most or all] project objectives for the Academic Year 2016-2017 were completed satisfactorily.

The UPR has established as policy, in order to further research advancement, to allow initiation of summer work related to this project until the academic year resumes after the protest ends. This policy requires full disclosure of project’s progress to sponsor agencies and reception of their approval to continue the work schedule as originally planned.

Therefore, I respectfully request your authorization to go on with my summer work as programmed in grant [grant number].

Regards,

[Researcher Name]