

Academic Research Project Cancellation Letter

Subject: Research Project Discontinuation - [Project Title]

Dear [Research Team/Collaborators],

I am writing to inform you of the discontinuation of our research project titled "[Project Title]" funded by [Grant/Funding Source].

Due to insufficient preliminary results, challenges in data collection methodology, and revised funding priorities from our sponsoring institution, we have determined that continuing this research would not yield the scientific contributions originally anticipated.

This decision follows comprehensive review by our research committee and consultation with external advisors who concurred that the obstacles encountered cannot be reasonably overcome within our current timeline and resource constraints.

All research participants will be notified of the study's termination in accordance with IRB protocols. Data collected to date will be securely archived following institutional guidelines, and any remaining funds will be returned to the funding agency as required.

Graduate students involved in this project will be reassigned to alternative research opportunities within the department. Faculty collaborators are encouraged to explore incorporating relevant methodologies into their ongoing research initiatives.

I want to express my appreciation for the intellectual contributions and dedication each team member has demonstrated. While disappointing, this decision allows us to redirect our efforts toward more promising research avenues.

Please contact me to discuss transition plans and to address any concerns regarding your academic progress or research commitments.

Sincerely,

Dr. [Your Name]

Principal Investigator

[Department/Institution]

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