



INSTITUTIONAL LETTERS OF SUPPORT

Area:	Sponsored Programs	Number:	RSSP-203
Subject:	Institutional Letters of Support	Issued:	03/04/2013
Applies to:	University	Revised:	n/a
Sources:	Office of Research Services & Sponsored Programs	Updated:	June 2017
Responsible Party:	Provost and Vice-President for Academic Affairs	Page(s):	1 of 2

I. Purpose

The policy sets guidelines for Principal Investigators, Project Directors, faculty, and staff seeking a letter of support for a proposed project from the University President, Provost, or Vice-President for Research and Economic Development.

II. Policy Statement

When a proposal requires a letter of support from the University President, Provost, or Vice-President for Research and Economic Development, the Office of Research Services and Sponsored Programs (ORSSP) will coordinate the process. To facilitate quick turnaround and preclude multiple revisions, it will review the letter for appropriate content and obtain the signature from the appropriate individual.

III. Exclusions – none

IV. Procedures

Individuals needing a letter of support should provide a copy of the proposed letter to the appropriate grant coordinator. As a courtesy and to ensure the availability of the signatory, Principal Investigators should allow two weeks' lead time for processing the letter.

The grant coordinator will review the letter for compliance with the program announcement and other pertinent regulations. After review, the letter will be forwarded to the appropriate official(s) for signature.

Related Information

A template of a letter of support is available upon request. Contact the ORSSP grant coordinator to obtain a copy and/or examples of a support letter.