



INSTITUTIONAL LETTERS OF SUPPORT

Area:	Research Services and Sponsored Programs	Number:	RSSP-203
Applies to:	Institutional Letters of Support	Issued:	March 4, 2013
Sources:	Research Services and Sponsored Programs	Revised:	June 1, 2017
		Reviewed:	November 25, 2019
Policy Owner:	Vice-Provost for Research	Page(s):	1

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-Provost for Research.

II. Policy Statement

When a proposal requires a letter of support from the University President, Provost or Vice-Provost for Research, 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 at least a two week 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.

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.