



## Request for Letter of Support

The Vice President Research & Innovation (VPRI) is pleased to provide a letter of support when required by the grant competition. In an effort to manage the growing demand for support letters from VPRI, the Office of Research Services (ORS) coordinates the process of obtaining support letters.

### RESPONSIBILITIES:

The **Applicant** must provide all required information (see below) to ORS ([dhipps@yorku.ca](mailto:dhipps@yorku.ca)) at least 5 business days in advance of the deadline of the grant competition, *unless otherwise noted in internal competition process communications*. If a hard copy letter is required, the **Applicant** must also retrieve the letter from VPRI when ready. Alternatively, ORS will provide the applicant with a scanned copy of the letter and retain the original for the institutional file.

**ORS** will draft the letter and share with the applicant, relevant administrative unit (i.e. Organized Research Unit or Faculty), and VPRI for approval. Once final VPRI approval and signature are secured, ORS will inform the applicant when the letter is ready.

**VPRI** is the delegated authority for approving and signing letters (unless applications require Presidential signature).

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**IMPORTANT NOTE:** All information must be provided to ORS **at least five working days** before the competition deadline. All requests received by this time will receive support letters. Requests for support letters received less than 5 working days before the deadline may not receive a letter and will receive a letter only if time allows. Requests are processed as they are received, NOT according to the application deadline.

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Any extraordinary requests not conforming to these guidelines must be made directly to the appropriate Associate Vice-President Research:

Celia Haig-Brown, Associate Vice-President Research: [haigbro@yorku.ca](mailto:haigbro@yorku.ca) \_\_\_\_\_

For further information, please contact your Faculty Research Officer or David Phipps, Executive Director, Research & Innovation Services (ext. 55813; [dhipps@yorku.ca](mailto:dhipps@yorku.ca)) \_\_\_\_\_

**REQUIRED INFORMATION:** Please complete the information in the spaces provided or attach the required information in a separate word file.

If you are including information about York University cash and in-kind contributions, the form must be accompanied by the appropriate documentation (i.e., signed letters, email communications) to confirm that the appropriate person with authority to sign off on resource commitments has done so.

<b>Letter Request Form</b>	
Title of Project:	
Your name and affiliation (Department and Faculty / Organized Research Unit):	
Names and affiliations of additional York University team members (if applicable):	
Principal Investigator and Host Institution (if not York University):	
Competition name and Funding Agency Address:	
Please provide any guidelines regarding the format (i.e. page length, font, margins) of the letter. Please indicate if the <b>PRESIDENT</b> <b>MUST</b> sign the letter.	

One paragraph describing the project:

One paragraph describing your role in the project and why you are best positioned to play that role:

Describe all **CONFIRMED** cash and in-kind York University commitments to the project and identify the source of the commitments.