



## 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 at least 10 business days in advance of the deadline of the grant competition (if partnering with another institution, their internal deadline), *unless otherwise noted in internal competition process communications*.

**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 ten business days** before the competition deadline. Requests for support letters received less than 10 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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For further information, please contact your Faculty Research Support Staff or David Phipps, Assistant Vice President, Research Strategy & Impact (ext. 55813; [dhipps@yorku.ca](mailto:dhipps@yorku.ca))

### **NOTE:**

If requesting a letter of support for a **SSHRC Partnership Grant**, **SSHRC Partnership Development Grant**, or an **IDRC Grant**, please send this form to Diana Frasca ([dfrasca@yorku.ca](mailto:dfrasca@yorku.ca))

If requesting a letter of support for the **Ontario Research Fund** or **NSERC CREATE**, please send this form to Maheen Hasan ([mhasan@yorku.ca](mailto:mhasan@yorku.ca))

OFFICE OF THE  
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Office of  
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[www.yorku.ca/research](http://www.yorku.ca/research)

**REQUIRED INFORMATION:** Please complete the information in the spaces provided or attach the required information in a separate word file. Also provide a draft of the application and a recent CV.

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>	
Competition name, Funding Agency Address, and due date:	
Title of Project:	
Your name and affiliation (Department and Faculty / Organized Research Unit):	
Labs/Infrastructure/Key institutional resources that will be accessed:	
Names and affiliations of additional York University team members (if applicable) and/or international partners:	
Principal Investigator and Host Institution (if not York University):	

One paragraph describing the project, including duration of 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. Indicate which year(s) of the grant the contributions will be made: