

Request for Letter of Support



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, ORS shall coordinate the process of obtaining support letters.

RESPONSIBILITIES:

Applicant will provide all required information (see below) to ORS (dphipps@yorku.ca) 5 days in advance of the deadline of the grant competition; retrieve letter from VPRI when ready

ORS will draft letter; provide draft to applicant and VPRI

VPRI: will review and sign letter and inform applicant when letter is ready for pick up

IMPORTANT NOTE: All information must be provided to ORS at least five working days before the competition deadline. All requests received at least five working days in advance of the deadline 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 and in priority of receipt of request NOT in priority of the application deadline.

Any extraordinary requests not conforming to these guidelines must be made directly to the appropriate AVP Research:

Michael Siu (Science & Technology) kwmsiu@yorku.ca

David Dewitt (Social Sciences & Humanities) ddewitt@yorku.ca

For further information please contact your Faculty Research Officer or David Phipps, Director ORS (x 55813; dphipps@yorku.ca)

OFFICE OF
RESEARCH
SERVICES
Fifth Floor
York Research Tower

4700 Keele St.
Toronto ON
Canada M3J 1P3
Tel 416 736 5055
Fax 416 736 5512

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

Title of Project; Your name and affiliation (Department & Faculty/ORU); your role in project (PI, collaborator, co-applicant); PI and institution if you are not PI:

Name and Address of Agency (include addressee name if known); name of grant competition/program:

Deadline Date of competition (post marked or received at agency):

Guidelines: Please provide any guidelines regarding the format (i.e. page length, font, margins) of the letter. Please indicate if the **PRESIDENT MUST** sign the letter.

One paragraph describing the project:

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

Describe all **CONFIRMED** cash and in kind York contributions and identify the source of contributions: