

Institutional Letter of Support – Request Form

This form must be used when requesting an Institutional Letter of Support.
Requests must be made at least 10 business days in advance of the grant application deadline.

Requested by:

Date:

Project Information

Project Title:

Name of Lead Organization:

Funding Agency:

Type of Funding (e.g. individual operating, partnership, industry partnership, team grant, strategic grant, etc.):

Role of UNBC Investigator (Principal Investigator, Co-Applicant, Collaborator):

Total Funding Requested (provide the cash amount requested for the entire proposal):

Funding coming to UNBC (cash):

Please indicate the amount and describe how the funding will be spent (e.g. hiring research assistants, graduate students, PostDocs, administrative costs, etc.)

Purpose of Institutional Support:

Please indicate the type of support requested (cash and/or in-kind, teaching release, travel support...)

Support requested from Department? If Yes:

- 1) Cash
- 2) In-Kind
- 3) Other

If No, please provide a reason:

Support requested from College and/or Graduate Program? If Yes:

- 1) Cash
- 2) In-Kind
- 3) Other

If No, please provide a reason:

Additional information as required:

Date by which Institutional Letter of Support is required (allow a minimum of 10 business days):