**LETTER OF SUPPORT – PROJECT PARTNERS – INSTRUCTIONS (PLEASE DELETE THIS INSTRUCTIONS BOX PRIOR TO UPLOAD)**

IN THE ABSENCE OF A PRESRIBED FORMAT FROM MRFF, THE BELOW TEMPLATE PROPOSES THE FOLLOWING FORMAT:

* TWO (2) A4 PAGES MAXIMUM IN LENGTH
* ON THE ORGANISATION’S LETTERHEAD
* INCLUDE, AT A MINIMUM, THE CONTENT OUTLINED BELOW **(MANDATORY UNDER THE GRANT GUIDELINES)**
  + details of the project partner
  + an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
  + an outline of the relevant experience and/or expertise the project partner will bring to the group
  + the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
  + details of a nominated management level contact officer.
* SIGNED BY THE INSTITUTION’S DVC(RESEARCH), CEO OR EQUIVALENT DELEGATED OFFICER (WITH AUTHORITY TO COMMIT SUPPORT)

<date>

The Program Delegate

MRFF – <insert scheme name>

Department of Industry, Science and Resources

GPO Box 2013

CANBERRA ACT 2601

AUSTRALIA

To the Program Delegate,

**Letter of Support – MRFF <Insert scheme name including year>: [insert Project title and CIA name]**

<Opening paragraph to include a profile of your Organisation, its involvement in the Project and how it will work with the lead organisation and any other project partners. Mention could then be made of the Project’s strong alignment with the MRFF <Insert scheme name> objectives, UQ’s research focus and strategic directions, which should dovetail with a further comment on the complementary foci and strategic directions of your Organisation>

<Recommended second paragraph providing an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project>.

<Recommend next paragraph provides an outline of the relevant experience and/or expertise your organisation brings to the group and identify the participants/researchers from your Organisation who will be contributing to the Project>

* Full name (and title) person one
* Full name (and title) person two
* Full name (and title) person three
* And so on…

<outlining the roles/responsibilities that will be undertaken>

<Recommend that the next paragraph describes the resources the partner organisation will provide (if any) and the manner in which these contributions will leverage funding allocated from the Grants Opportunity (e.g. training/capacity-building, conferences/workshops, management/governance, engagement/ethics/policy, specialised facilities). Two options have been provided, depending on the nature of the partner organisation.>

Option A *(for organisations such as State Governments or Health organisations providing access to infrastructure or more general support):*

<insert name of organisation> supports the vision and objectives of <insert Project title>, the impact and opportunity it affords, and the organisation will invest in local capability to facilitate the delivery of the proposal through <insert details>.

*Option B (for other types of organisations providing support):*

<insert name of organisation> has agreed to providing cash and/or in-kind commitments for this Grant Opportunity:

**Cash Contributions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** |
|  |  |  |  |

<Insert brief comments on the purposes for which these cash contributions are allocated; delete table if no cash contributions.>

**In-Kind Contributions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** |
|  |  |  |  |

These in-kind contributions are made across the budget categories of Labour (including pro-rata staff time and <insert any other descriptive details as applicable>), contract (<insert descriptive details>), Travel and overseas expenditure (<insert descriptive details>), and Other (<insert descriptive details>).

The details of the nominated management level contact officer are:

* Full name (and title)
* Role in the organisation
* Postal address, email address and phone number

<Insert any final concluding statements>

Yours sincerely,

< signature>

<Name of CEO/DVC(Research) or equivalent delegated officer from the Organisation>