

SOWC Policy on Requests for Letters of Support

Overview of the Process

Many research funding programs require letters of support from partners who participate in the project scientifically, financially, as stakeholders, or in a number of other ways. SOWC may provide such letters of support for project proposals if there is a fit between SOWC's activities and the proposed project.

What does a Letter of Support from SOWC mean?

If you are successful in your application and there is an opportunity to work with SOWC:

- We will work with you to define the opportunity in more detail.
- Relevant SOWC access, fee, and scheduling policies will apply.
- We recognize that each project is unique, so details will be worked out on a case-by-case basis.

How do I request a Letter of Support?

1. Write a 1-page **non-technical** brief on your project; describe the goals of the project in terms of HQP development, technology development, knowledge translation/mobilization, etc.); provide a link to the funding agency and/or program. Describe, to the extent possible, the specific link or relevance to SOWC or intended use of SOWC facilities.
2. Send the brief, along with other relevant background information, to Brenda Lucas at least **2 weeks** in advance of any internal deadlines for the proposal set by your office of research or equivalent.
3. Advise your office of research that you are seeking a letter of support from SOWC.
4. We will engage with you to discuss your project in more detail to determine the best fit for SOWC and your project.