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## UNIVERSITY LETTER OF SUPPORT

## CHECKLIST AND NOTES

***Checklist***

Each University’s letter of support must:

1. include the University’s official letterhead including **business address and ABN**
2. be no more than two A4 pages (text min. 12 point font and min. 0.5cm margins)
3. provide details of the Investigators ability to supervise students
4. provide details of the Cash and/or In-kind Contributions (if any)
5. explain the source of its Cash Contribution *(if a Cash Contribution is being made)*
6. certify that no part of its Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research *(if a Cash Contribution is being made)* nor from funds previously used to leverage government research or research infrastructure funding
7. be signed by the Head of School (or delegate)

*[University official letterhead]*

Include business address here

Include ABN here

Manager

Next Generation Graduates Program

*[Date]*

Dear Sir/Madam,

# RE: Letter of Support for Next Generation Graduates Programs funding

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# Statement of Support: The letter of support must convey the following:

* How the Program fits into the Organisation’s overall strategic plan, aligns with its objectives, is of value to the organisation;
* The Partner Organisation’s expectations about industry outcomes, products and/or market value, (where relevant)
* The Partner Organisation’s commitment to and involvement in the Program

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**Specific details of cash/in-kind support:**

Include the specific details of Cash and In-kind support (in Australian $), outlining the purposes for which these contributions are provided. Also need to include details of their personnel who will be involved, in particular naming any employees who will participate as Investigators.

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*e.g., “our company will provide computer programmer Ross Jenkins for 0.25 FTE for the first 6 months of year 2 to undertake the specific modelling on why the sky is blue. We also agree to contribute our technical officer for 0.5 FTE in year 3 to work on testing the results in our labs in America.”*

**Summary table:** You need to include the below table as a summary of the contributions (make sure this matches the budget details and justification in Parts C, E and F in the application)

|  |  |  |
| --- | --- | --- |
| **Total In-Kind Contribution ($)** | **Total Cash**  **Contribution ($)** | **Source of Cash Contribution** |
| $xx,xxx | $xx,xxx | Cash contribution will be sourced from… [……………………………………….] |

**Certifications**

The letter must include the following statements:

The Chief Investigators are able to provide supervision for the proposed students in the proposed program.

The Chief Investigators have a position at the University for the life of the proposed program.

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**Signature block** - Insert name / position in University/ signature of the Head of School or Delegated/Authorised Person

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