

## Project Partner Letters of Support (UKRI applications)

Your letter of support must adhere to the following funder guidelines.

1. The letter must be on company/organisation headed paper.
2. The letter must be dated.
3. The letter must be signed – ideally a wet signature is needed rather than an electronic one (but you can scan the letter once signed and email to us).
4. The letter must not exceed 2 A4 pages.
5. All documentation should be clear and legible. Font size 11 is the minimum font that is acceptable and page margins should be at least 2 cm in all directions.
6. Check the call specific guidance to ensure there are no additional requirements for Project Partner letters and for UKRI grants, refer to the JeS guidance for funder specific (EPSRC, BBSRC etc) definitions of Project Partners: <https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/ProjectPartners/ProjectPartners.htm>

### EXAMPLE OF LETTER OF SUPPORT CONTENT

Dear [????],

I am writing in support of Lancaster University's bid to [????] under the [????????????] call.

Paragraph 1 – Write briefly about your organisation and your interest in this project.

[Paragraph 2 - Explain any current or recent collaboration with Lancaster University and what impact it's had (if appropriate – leave out if not).]

Paragraph 3 – Explain what you/your organisation bring to this consortium/proposal. (Think knowledge, expertise, data, equipment, access to people/land, access to community groups, challenges to be dealt with in this project, solutions for challenges in this project etc.)

Paragraph 4 – Describe what you/your organisation will get out of this collaboration.

[Paragraph 5 - How you have helped in preparing the application (if this isn't relevant, leave it out).]

Paragraph 6/7 Confirmation of what your organisation is tangibly able to offer to support the proposal – this could be staff time, hosting secondments, access to data/equipment/materials, community engagement, other in-kind contributions, or cash contributions. If possible please try to give an estimate of the monetary values for your contributions.

[Paragraph 8 – Any other relevant information that may add weight to the proposal.]

Closing statement – for example being excited about this bid and its potential impact.

Yours sincerely,

WET signature

PRINT NAME