

## Process of Obtaining an Institutional Letter of Support

The process for obtaining an institutional letter of support with no measurable commitment of resources (e.g., cash, space) is outlined below. **If an investigator is seeking institutional resources, please see the OSR website for process guidelines** ([http://www.research.northwestern.edu/osr/docs/Institutional\\_Support\\_Process.pdf](http://www.research.northwestern.edu/osr/docs/Institutional_Support_Process.pdf)). If you have any questions regarding the process for obtaining a letter of support from the VPR, please contact Kelly Morrison, Cost Share Officer ([kellym@northwestern.edu](mailto:kellym@northwestern.edu)).

### To Obtain an Institutional Letter of Support (with no measurable commitment of resources):

The PI or their designate (e.g., research administrator) should contact Kelly Morrison, Cost Share Officer ([kellym@northwestern.edu](mailto:kellym@northwestern.edu)) at least one week in advance of the application deadline and include the following:

1. A draft letter based on the template letter available on the OSR website: ([http://www.research.northwestern.edu/osr/docs/Template\\_Letter\\_of\\_Support.doc](http://www.research.northwestern.edu/osr/docs/Template_Letter_of_Support.doc))
2. The relevant sponsor solicitation or sponsor solicitation number

Please note that while we will accommodate your request to the best of our ability, the Office for Research cannot guarantee a letter of support unless a request is received **at least one week before the sponsor deadline**.

The Cost Share Officer will review the draft letter and will advise the PI if any changes are necessary or advised. The draft letter will be forwarded to Jay Walsh, Vice President for Research, for his review and endorsement. A scan of the endorsed letter will be sent to the PI and designate via email. The original will be sent to the PI via intercampus mail, or the PI can communicate with the Cost Share Officer to make arrangements for pick-up.