



Guidance for Requesting Institutional Support Letters

Sometimes it is necessary to provide institutional commitment/support language in sponsored project proposals, either within the narrative of the application or as a letter attached to the proposal application. This guidance is provided to faculty and staff as they develop such proposals, in the hope that this will speed and simplify proposal development. This guidance also provides introductory thoughts, sample language, and a sample letter as examples for future use.

The main point of the letter is to outline department/college/university support that will be available to the project, without providing specific dollar amounts that could be construed as auditable cost sharing by the sponsor. The first and most important item to note is that institutional commitment/support is not cost sharing or matching which are differentiated by the use of specific dollar amounts in the grant application (such as, "Campbell University will commit \$50,000 in cash towards the delivery of the project."). Language reflecting institutional commitment and support **does not** provide specific dollars amounts; it provides general statements of university support towards the project. No less than **10 days prior to the submission deadline**, please send the following information to the Office of Sponsored Research and Programs to the attention of Vincenzo Cassella at cassella@campbell.edu.

1. Name of the sponsor and/or program to include a hyperlink to the solicitation to which you are applying
2. Submission deadline
3. A brief abstract of your proposal describing the work
4. Principal Investigator (PI) Biographical Sketch, current CV or a link to CUFIND updated profile
5. Compiled departmental and college commitments
6. Whether this is a resubmission, and if so and applicable, comments that need to be addressed
7. Draft letter in .docx
8. A draft of the letter in .docx format (see sample template, attached) that includes information specific to the project, including:
 - the title
 - the name(s) of the PI(s)
 - unique aspects of the project that should be emphasized in the letter to make the proposal competitive
 - any commitments you hope to have from the university. *(Note: if requesting course release(s) or overload, you must contact OSRP in advance to obtain forms to be included from your chair and dean that confirms this commitment.)*

Please feel free to contact the office with any questions regarding the development of your letter.

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Letter Template (one page; do not place on departmental letterhead)

Dear Program Director and Reviewers:

I am writing to express our institutional support for the proposal **[proposal title]** submitted to the **[sponsor/program name]** by a strong and committed group of **[#]** faculty from Campbell University. The group is led by **[PI name and department affiliation]** and proposes **[unique information about this specific proposal that makes it competitive]**.

The goals of this proposal are synergistic with Campbell's vision of developing internationally recognized research programs that combine basic research with applied and translational research to solve the problems of today and the future. **[Discussion of leveraging existing campus resources and investments that will support and complement the proposed project.]** We fully intend to continue to support growth of these integrative efforts and support this initiative to expand Campbell University's research portfolio in new and exciting ways that complement existing programs on campus. This proposal will be an important step in this process and will also help our efforts to attract a more diverse group of students to **[the specific of study in the proposal]**, which is a critical field in terms of workforce needs of North Carolina and the nation.

As a demonstration of our commitment, the University will provide:

- Space and administrative support needed to efficiently run this program
- **[the time and effort of ____% for Dr. _____ as insert role]**
- **[any additional University commitment you hope to have]**
- **[any sponsor required cost share commitment(s)]**

We view this **[program]** proposal as providing **[anticipated broader outcome of the project to the campus, state, and/or nation]**, and it has our full support.

Sincerely,

Mark L. Hammond
Vice President for Academic Affairs & Provost