

## Guidelines for VPR Matching Support/Institutional Letters of Support

The following guidelines outline the process for:

- 1) Requesting matching support from the Vice-President (Research);
- 2) Requesting letters of Institutional Support from the Vice-President (Research).

**NOTE:** Requests for matching support must be confirmed by the Vice-President (Research) Office prior to being included in a letter of institutional support in keeping with **all internal deadlines**, including those of the academic unit(s) and RGCS/SIRI, in order for the appropriate institutional review to take place.

### **Requests for VPR Matching Support:**

Matching support required by federal research funding programs may be provided from the Strategic Research Support Fund within VPR's annual operating budget. This Fund also provides start-up funding allocations to academic units in support of new faculty members and other strategic research support as approved by the VPR. The amount available is dependent upon the fiscal-year allocation received.

The following process must be followed when requesting matching support from the VPR:

- Requests for matching support must be submitted through the Dean/Associate Dean of Research to the VPR Office ([vp.research@mun.ca](mailto:vp.research@mun.ca)).
- The requests must clearly include (1) the name of the PI, (2) a brief summary of the project including the number of researchers (i.e. Co-PIs, partner institutions, trainees, grad students, etc.) and their roles in the project, (3) evidence of the requirement for matching funding by the funding agency, (4) confirmation of the allowable indirect costs/overheads, (5) anticipated cash/in-kind contributions, and (6) confirmation of the portion of funding to be received and spent by Memorial from the project.
- Before a commitment is made, RGCS/SIRI will be consulted to ensure the application has been also received and reviewed by that office through ROMEO.
- Funding may be provided up to a 10% match of the total amount that is to be **received and spent at Memorial** if the application is successful (not necessarily the total value of the award).
- The VPR matching support must be confirmed by the VPR or delegate **prior** to being referenced in a letter of institutional support.

Any funding provided will in support of the research to be undertaken within the overall externally funded project. Costs such as consulting fees for assessments prior to the award are not applicable.

## **Requests for Letters of Institutional Support from the Vice-President (Research)**

The following guidelines apply if a letter of support or engagement is required by a sponsor, or requested by a researcher, to accompany a project proposal.

1. If a researcher is an applicant on a funding proposal and wishes to request support from Memorial, and/or wishes to include a support letter from the institution, they must first obtain the approval of their Dean or Associate Dean of Research.
2. If there are several researchers and/or units involved in the project then they must designate an individual and their unit to act as lead on gathering backup information to support commitments and in corresponding with the VPR Office and RGCS/SIRI.
3. The lead academic unit **must**:
  - a) review and understand the proposed project seeking support;
  - b) draft the support letter for submission to the VPR; and
  - c) take responsibility for all commitments in the letter except what is included from the VPR. This includes commitments from other units collaborating on the project, for example School of Graduate Studies.
4. In drafting the content of the support letter for the VPR, the letter must include the following information:
  - a) the sponsor and other partner(s) if relevant;
  - b) the total cash and/or in-kind commitments being requested, including the rationale for the amounts;
  - c) the commitment from the lead unit as well as any commitments from collaborating units;
  - d) the applicant(s) involvement in the project; and
  - e) a brief description of the overall project, including timeframes. If the project is led by another institution then the request must also include the principal applicant's name and lead institution for reference.
5. Other considerations:
  - a) all letters sent to the VPR for signing must be provided in the format required by the sponsor/granting agency;
  - b) if there are special formatting criteria such as font size, spacing, number of pages, etc. this must be communicated to the VPR office along with the draft so that they are aware of any changes that are made to the letter upon receipt by the VPR office.
6. Once the academic unit has completed the draft letter, the Dean of the unit, or School Head in the case of the MI, must send the draft letter to the Office of the VPR with a copy to RGCS or SIRI, as appropriate. Please direct these letters to [vp.research@mun.ca](mailto:vp.research@mun.ca) with copy to the Manager of Planning and Operations ([ebruce@mun.ca](mailto:ebruce@mun.ca)), and a copy to the RGCS/SIRI individual working with the research team.
7. Requests for letters of support must be provided to the Vice-President (Research) Office for finalization in keeping with **all internal deadlines** (including those of the academic

unit(s) and RGCS/SIRI) in order for the appropriate institutional review to take place prior to finalization by the VPR.

8. Once the full institutional review is completed, RGCS/SIRI (depending on which office is assigned the file) will notify the VPR Office ([vp.research@mun.ca](mailto:vp.research@mun.ca)) that the letter is ready to be signed.
9. The finalized, signed letter will then be returned to individual assigned the review in either RGCS or SIRI with a copy to the Director of RGCS or the Director of SIRI, as appropriate, and a copy to the academic unit from where the request for the letter originated.
10. In cases of a large scale initiative (e.g. NCE application) or when Memorial is not the lead institution, signed VPR letters will be released before there is an approved application with institutional signature. Such a support letter may be withdrawn if the final version of the application is not approved by the institution.