



University
of Glasgow

THE AWARDS
2020

UNIVERSITY
OF THE YEAR

Letters of Support

What is the purpose of letters of support?

What do you put in them?

What UKRI need to see?

WORLD
CHANGING
GLASGOW



Letters of Support

- Get in touch **early** – don't leave it until last moment
 - You may have to draft something for them to agree on
 - The best letters of support:
 - Input to the proposed research programme in a positive way – they make it stronger
 - State what support they will provide (what you will get)
 - State what they gain from collaborating (what you will give)
- “Why do they care??”*
- Are specific – how often, many, who, what, why?
 - Refer directly to stated support in your Case for Support/track record
 - Have a value associated with their support – cash or in-kind

Letters of Support

- What to ask for from collaborators in a Letter of Support
 - It should be something the project needs, or that will benefit the project or the researchers undertaking the project
 - There has to be a reason for the partner to get involved*
 - Equipment time, samples, consumables, lab visits, support, advice, guidance, staff time.....
 - Each ‘item’ of support should have a value – often in-kind – that they agree on
 - Be specific – far better to have guidance/support embedded in project timeline than “we’re interested in the results of this work”



Letters of Support

- Some more examples:
 - Have they been involved in co-developing the proposal?
 - Can they become involved in terms of Responsible Innovation?
 - Can their support your impact development throughout the project?
 - Will this benefit your career? If yes, how? Be specific!
 - How about your team? Students and RAs? Can they undertake a visit? Benefit from an expert? Spend time in industry?
 - Can they visit your lab/group?

<https://www.ukri.org/councils/epsrc/guidance-for-applicants/what-to-include-in-your-proposal/project-partners-letter-of-support/>



University
of Glasgow

Any questions?

neil.findlay@glasgow.ac.uk