LETTER OF SUPPORT REQUEST GUIDELINES – ARTS & SCIENCE OFFICE OF RESEARCH SERVICES

If you are applying for an external research grant, which requires a letter of support from the Office of the Dean, Faculty of Arts & Science, please send the below required information via email to research.artsci@utoronto.ca.

In order to ensure that you receive the letter of support in time to meet your submission deadline, you should submit your letter request at least 5 business days in advance, indicating:

- Project title
- Your full name and affiliation
- Name and affiliation of University of Toronto team members, if applicable
- Principal Investigator and Host Institution (if not University of Toronto)
- Competition Name, deadline, and funding agency mailing address
- Special formatting guidelines (i.e. no more than 1 page)
- Special guidelines for the letter contents (from the funder)*
- Brief Project Description (no more than 1-2 sentences)
- Detailed list of confirmed cash and/or in-kind commitments from within the Faculty of Arts & Science or elsewhere within the University of Toronto**, if applicable

* Some funding agencies have very precise guidelines for letters of support, so please be sure to carefully read the guidelines to identify any special requirements.

** If you would like the letter to detail the confirmed University of Toronto commitments, please append to your email written confirmation of each commitment. This should be from the individual who has the authority to make the commitment (i.e. Department Chair, Vice Dean, Dean, or the appropriate unit head with budgetary signing authority). Email confirmation or a signed letter are both acceptable.