7 July 2023

**RE: ORF-RE12 Project Proposal, “Title”**

Paragraph 1: Expression of Support.

* [Institution] enthusiastically supports, “*Project Title*” led by the University of Guelph.
* Briefly describe involvement e.g., list names of your institution’s researchers involved in this application
* Indicate how the goals of proposed research align with the expertise of researcher/dep’t/institution and/or institution’s Strategic Research Plan.

Paragraph 2: Detail institutional contribution. Eligible contributions include

* Federal granting council (Canadian Institutes of Health Research [CIHR], Natural Sciences and Engineering Research Council [NSERC] and Social Sciences and Humanities Research Council [SSHRC]) awards directed to researchers of the institution where the funded research is a component of the overall ORF-funded project. The industry portion of an NSERC CRD and an NSERC Industrial Research Chair will be considered as an eligible private sector contribution.
* The non-infrastructure portion of a Canada Research Chair award to an institution if the Chair is working on the project.
* Any research funding, philanthropic gift, or grants and gifts directed in general to the research institution and earmarked by the institution to an ORF-RE project or directed to the project itself.
* Salary of faculty on the project (indicate %age of time on project, years on project, and provide estimate of total cost)
* Salaries of administrative or technical personnel (indicate %age of time on project, years on project, and estimate total cost)

Paragraph 3: Conclusion

* Briefly conclude with the benefits and impact of this research to your institution, Ontario and beyond.
* End with a strong, endorsement sentence

Sincerely,

VPR or AVPR