7 July 2023

Jill Dunlop, Minister of Colleges and Universities

Ministry of Colleges and Universities  
438 University Avenue, 5th Floor  
Toronto, Ontario, M7A 2A5

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

Dear Hon. Dunlop,

Paragraph 1: Expression of Support.

* [Institution] enthusiastically supports, “*Project Title*” led by Guelph PI .
* Briefly describe involvement e.g., list names of your institution’s researchers involved in this application
* Indicate how the goals of proposed research are consistent and align with UG 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 (if space allows, can adjust margins if needed)

* Briefly conclude with the benefits and impact of this research to your institution, and beyond.

Sincerely,

Karina McInnis

Associate Vice-President, Research