**G2. Letter of Support for this application including Partner Organisation certification**

**DELETE HIGHLIGHTED INSTRUCTIONS BEFORE SAVING FINAL VERSION**

* **PAGE LIMIT = 2 A4 pages with margins at least 0.5cm on each side and top and bottom**
* **Use Times New Roman 12 point font and black font colour for the body of the letter. Text within the official PO letterhead can be smaller or larger than 12 point.**

Each Partner Organisation’s letter of support must:

* be on their official letterhead;
* be no more than two A4 pages;
* include a brief profile of the organisation;
* If exempt from making a Cash Contribution, clearly state the type of exempt organisation and confirm that they meet the ARC definition of this organisation type (see Grant Guidelines section 4.12 and definitions on page 36 and 37);
* provide details of the Cash and/or In-kind Contributions;
* explain the source of its Cash Contribution (if a cash contribution is being made)’;
* certify that no part of its cash contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research nor from funds previously used to leverage government research or research infrastructure funding (if a cash contribution is being made);
* state its expectations about industry outcomes/products and market value (where appropriate)
* provide details regarding how the Project aligns with the Partner Organisation’s strategic objectives;
* certify that it will meet the requirements outlined in a standard ARC Funding Agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs; and
* be signed by the Chief Executive Officer, or delegate.

Please note: The ARC rules preclude the use of funds previously appropriated or awarded for the purposes of research from Commonwealth, Australian State or Territory sources. That means that **NO PART** of your cash contribution can be drawn from these funds. State where your cash contributions are drawn from e.g. The cash contributions outlined in this proposal *are sourced from the proceeds of the Cancer Awareness fundraising ball held in 2017, 2018 and 2019*.

We have provided a template (see next page) that complies with the above if you follow the instructions within the template.

We do not require the original letter to be sent to our office.

**NB:** Do **NOT** have all your partners provide a “standard” letter; each letter must be unique. The partner letter provides an opportunity to convince assessors of the importance of the project and to indicate that there is both a true commitment and solid working relationship between the parties.

Organisation letterhead

Director Linkage Program

Australian Research Council

[Date]

Dear Sir/Madam

**Re: Letter of support for application [application RMS ID and title]**

[A brief profile of the Partner Organisation; its business and type of organisation, eg private industry, exempt charity, commonwealth funded – refer to the Linkage Projects Guidelines section 4.12. **If the partner organisation is exempt from cash contribution the letter of support must** **confirm the organisation type (eg. “I can confirm that [organisation name] meets the ARC definition of exempt charity”).**]

[Details regarding how the project aligns with the Partner Organisation’s strategic objectives. Will the project lead to industry and/or end user outcomes that are significant or innovative? Are there opportunities for national economic, social and/or cultural benefits from the project? Will the project enhance Australia’s international profile or position Australia as a leader in this field? Why? How?]

[Partner Organisation’s expectations about industry outcomes, products and/or market value, where relevant.]

[Outline why your organisation wants to collaborate on this project. The letter must demonstrate your organisation’s commitment and, if applicable, the strength of the existing relationship with Deakin University.]

[Provide a brief description of the Partner Investigator (if applicable) and their role in the project- why are they well placed to act as a research leader on this project?]

[Details/information of the Cash and/or In-Kind contributions from your organisation - identify how much cash and in-kind is being contributed and specify the purpose for which these contributions will be used. The amounts given here **MUST** match the amounts listed in the E1 budget table and E3 details of non-ARC contributions.]

**MANDATORY TABLE - the following table MUST be completed**

|  |  |  |
| --- | --- | --- |
| **Total In-Kind Contribution ($)** | **Total Cash Contribution ($)** | **Source of Cash Contribution**[Select appropriate response] |
|  |  | Cash contribution will be sourced from …..A cash contribution is not being made. |

**MANDATORY PARAGRAPHS - DO NOT DELETE – add organisation name**

I certify that no part of [partner organisation’s name]’s Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding. [This certification is not required if a Cash Contribution is not being made.]

I certify that [partner organisation name] will meet the requirements outlined in a standard ARC grant agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs.

Yours sincerely

[CEO/Delegate signature]

**Name**

**Position Title**

**[Ensure signatory is the CEO or delegated officer of the Partner Organisation]**