**C2. Administering Organisation Letter of Support**

**INSTRUCTIONS**

**DELETE ALL HIGHLIGHTED TEXT BEFORE SAVING THE FINAL VERSION.**

* **PAGE LIMIT = 2 A4 pages**
* **Use 12-point font – Calibri suggested**
* **Do not change the heading, or amend the margins or formatting**
* **All text must be the colour black**

The letter of support from the Administering Organisation must include the following information:

* Outline the area of core or emerging research strength and describe the level of resources to be provided to support the successful DECRA candidate (eg, project costs, PhD students, salary top-up);
* Detail opportunities for the DECRA candidate to demonstrate the level of independence required to be competitive for research and/or research and teaching pathways at the Administering Organisation during and after the project.
* Describe how the salary that was previously provided by You to the candidate will be used where the DECRA candidate is Your existing employee; and
* Detail how the 0.2 FTE allocated to the administering institution over the life of the project will be used to develop the candidate’s career skills.
* The Administering organisation may include any in-kind contribution in the letter of support.

**PROCESS FOR REVIEW OF THE STATEMENT:**

1. The **Applicant** will:
   * + Draft the strategic statement in Word and send to their mentor and a senior staff member in their area for review and editing so that it doesn’t sound like your ‘voice’;
     + PDF the finalised Word document and upload it at C2 in RMS (this will ensure that a complete application is available to the Grants Office for compliance checking);
2. The **Grants Office** will:
   1. Review the Statement as part of our usual compliance check,
      * Statements that require significant editing will be returned to the Applicant with a cc to their mentor and area to review and edit further.
   2. Once the statement is finalised candidates should convert the word doc to pdf and upload the final version into the application via RMS

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| **DO** | **DO NOT** |
| Use normal margins and keep the spacing, font style and font size provided in the template letter. White space conveys confidence and helps the reader – you have 2 pages. | Crowd the statement with dense text with the narrowest of margins and minute line spacing. |
| Write fluently, concisely and convincingly – the statement should be cogent. | Use acronyms, highlighted text. |
| Read through the points to address listed in the ITA, page 15 and keep in mind the **objectives** and the **selection criteria** of the scheme and ensure that the letter reflects the requirements of the ARC guidelines and ITA (refer point #1 above). | Jam in everything that you weren’t able to fit into other sections. It must meet the ARC’s requirements for the scheme (refer point #1 above). |
| Convince the reader that Deakin is the ideal world class and uniquely appropriate environment for you and your project. The Feasibility and Strategic Alignment is weighted 15% of the selection criteria! Individually crafted statements with relevant evidence will build your case. | Copy generic statements from previous applicants or from your School/SRC/Institute. These indicate you are treating this as a “token” exercise and will weaken your argument especially if you list things that are not directly linked to you and your project. |
| Include details of major grants and/or fellowships you have held, highlighting any ARC grants/awards |  |
| Refer to specific internal schemes (University, Faculty, School, Institute and or Centre) that offer research support as part of the environment; use their names or a phrase that indicates their intent if possible. Use dot points to avoid long sentences or paragraphs and assist the assessor. | Refer to having access to internal research support schemes without providing specifics. |
| Create the statement as a ‘stand-alone’ piece that an objective observer could read and understand and that substantiates why the Uni supports you and the project. This should include explanation and verifiable evidence that you and the project are leading is at the cutting edge of this field and/or utilising novel approaches and thinking that will generate breakthrough outcomes of major impact. | Refer to other sections of the application. |
| Differentiate your statement and make it specific to YOU and YOUR project but write it from a Senior Executive level making sure you use an appropriate ‘tone’. | Substitute your name and details into the other examples of statements. |
| Write in the 3rd person   * *“Dr Judi Dench is a creative and energetic researcher who has established an enviable reputation as the global expert in xxxx as evidenced by prizes, competitive funding, and xxxx (refer to appln). In xxx, her seminal work ‘xxx’ resulted in her being awarded yyy and has markedly influenced the way xxxxx is now conducted as evidenced by citations generally and in key policies and guidelines or XXXX.”* | Write in the 1st person   * *“I am an outstanding researcher who has established an excellent international reputation having spoken at numerous international conferences”* |
| Except in the first reference, use your title and surname when referring to yourself with appropriate personal pronouns   * “*Dr Dench is primarily known for her work in xxx”* | Use your first name only   * *“Judi does a lot of acting so she is highly experienced…”* |
| Keep the statement brief, professional and confident | Provide detail that Deakin would not know or would be unlikely to list   * “*Dr Dench won the high school award for best actress which inspired her to take up acting with the dramatic society in her local village before gaining her first bit part in an advertisement for specialised bandaids for the treatment of blisters.…”* |
| Describe, using internationally benchmarked performance, prizes, being named as leading in a field based on citations by external organisations, how you are amongst the leaders nationally or internationally in your field. | Simply state that you are a leader in the field. |
| Try using different adjectives – dig out that thesaurus! Engage the reader – try words like *‘compelling’ ‘accomplished’ ‘gifted’ ‘noteworthy’ ‘original’ ‘distinguished’ ‘pioneering’ ‘visionary’*  there are heaps of different but commonly used words that will keep the reader interested | Keep using the same adjectives throughout the statement *‘excellent’, ‘outstanding’, ‘innovative’* or use words that are antiquated or rarely used *‘meritorious’* |
| Refer to the project and point out the innovative aspects in a broad sense (not minute detail) and the impact on knowledge, paradigms and impact through innovations to products, services or other on industry and communities. | Repeat what you have said elsewhere or go into minor details about methodology (unless there is something specifically noteworthy or original about the project design that would impress) |
| Mention the University support at every level being provided to support you and your project and explain how this be used so that assessors/panels recognise the value of the contribution.  For DECRA this will include   * Up to $20k pa research support, * any salary savings being devoted to a post-doctoral academic to undertake your current duties including teaching if relevant and in a related research area (if confirmed by your hosting area), * Deakin Research funding of any salary and on costs gap (subject to above) * 1 HDR scholarship in addition to the general pool and * Emphasise that this will leverage ARC support to enable innovative breakthroughs and build capacity, enhancing and in addition to that already identified in the project proposal.   .Specific details of DVCR cash support are provided on the Deakin Research [Sharepoint site](https://deakin365.sharepoint.com/sites/ResearchandInnovation/SitePages/Deakin-University-Guidelines-on-Co%E2%80%90Investment-for-External-Research-Funding-Awards-and-Contracts.aspx) | Just state that DU will provide $xxxx to support the project. Panels may cut the budget so you need to demonstrate you’ve thought about how much more you can do with DU support to provide value for ARC money |