

Letters of support are an important part of any proposal; they show that you have support from industry partners, key personnel, other significant contributors, collaborator, consultants, and your institution. These letters should only be from the project team that is playing a role in the proposal they are being included. If you include letters from partners that are not a part of this current project, it can lead to conflicts with members of the review team that can have a negative effect on your proposal.

All letters should demonstrate the team members' commitment and summarize the agreements you have in place with them to support the project. Letters should clearly describe what type of support your collaborator will provide, such as reagents, animals, human samples, technology or basic information. Make sure to indicate whether the support is available to anyone on request or if your collaborator will provide it to only you.

Letters from consultants, should include rate/charge for consulting services and level of effort/numbers of hours per budget period anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service.

All letters especially if there is not financial considerations, cost share effort or no fee consultant, should stipulate expectations of compensation. This can be in the form of co-authorship on papers, data sharing or access to items such as cell lines, samples or other resources.