*Key considerations in drafting the letter:*

* *The letter is drafted on behalf of the Vice-Chancellor or Pro-Vice-Chancellor for Research and International Partnerships. Details of the project should be summarised at the top level, as the senior university members are unlikely to be aware and involved in the detail of the project.*
* *The letter should be enthusiastic in tone demonstrating why university senior leadership is excited and wants to support this proposal and why it is important to the university*
* *Please ensure the letter is externally facing and outlines the importance of the collaborations with the other academic and non-academic partners and contribution to the national and international research community.*
* *Please consider DORA principles if research outputs are referenced in the letter.*

*[key contact name – e.g. programme manager)*

*[funder name]*

*[funder address]*

*[date]*

Dear *[contact name]*

**Re:** *[title of the application]*

I confirm the University’s support for the *[add name of the call]* application: *[add title of the application]*, led by *[add name of the PI, and Department]*. [Please outline the vision, objectives and expected impact of the proposed project in maximum 1-2 sentences If the application is collaborative, please also include names of key partner organisations: other universities as well as non-academic partners, e.g., companies, government department etc.

*Please outline why the selected theme is strategically important nationally, internationally, and how it aligns with the funder’s strategic themes. If the application is collaborative, please explain why this collaboration is important to the University, what it will deliver, how the partners are engaged and what different partners contribute to the proposed project.*

*Please explain how the proposed application aligns with university strategic areas, e.g. strategic themes of the Schools and / or Departments, interdisciplinary research centres (*[*http://www.cam.ac.uk/research/research-at-cambridge/interdisciplinary-research-centres*](http://www.cam.ac.uk/research/research-at-cambridge/interdisciplinary-research-centres)*), strategic research initiatives and networks (*[*https://www.cam.ac.uk/research/research-at-cambridge/strategic-research-initiatives-networks*](https://www.cam.ac.uk/research/research-at-cambridge/strategic-research-initiatives-networks) *) and flagship missions:* [*Cambridge Zero*](https://www.zero.cam.ac.uk/) *and* [*AI@Cam*](https://www.cam.ac.uk/research/aicam)*. You may also provide examples of strategic investments by the University in the particular priority area – e.g. appointments, buildings, capital equipment, etc.*

*Please describe Cambridge strengths in the theme of the application and the strengths of the proposed project. You may refer to some key researchers, major programmes and grants, industrial partners, international recognition, cross-disciplinary activities if relevant etc.*

*If the application includes financial or in-kind contributions, please include what the contribution is and its financial value. If there are contributions from external partners and they are not providing separate support letters, then those contributions may be included here.*

In summary, I confirm the University’s commitment to *[add title of the application]* and strong support for this proposal.

Yours sincerely,