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## RESEARCH ADMINISTRATION

### Guidance for Requesting Institutional Support Letters

No less than 10 days prior to the submission deadline, please send the following information to your Grants & Contracts Administrator in Research Administration (with a cc: to [Amber Squires](#) in Vice Chancellor Chen's office):

1. A brief summary of the project (e.g., draft project summary/abstract/paragraph describing the work)
2. The budget and budget justification (This can be a draft but should include fairly reasonable estimates of the main funding categories, including: names of PIs and senior personnel supported, number of RAs, equipment, indirect rate, etc.)
3. A list of the UML faculty involved
4. A draft of the letter (see suggested template, far below) that includes information specific to the project, including:
  - the title
  - the name(s) of the PI(s)
  - unique aspects of the project that should be emphasized in the letter to make the proposal competitive
  - any sponsor required cost share commitments
  - any commitments you hope to have from the university. (*Note: if this includes course release(s) or buy-out(s), you must include an email from your chair and dean that confirms this commitment.*)
5. A link to (or copy of) the proposal submission instructions where it describes what the letter should address
6. The deadline for the proposal submission

## Letter Template

Dear Program Director and Reviewers:

I am writing to express our institutional support for the proposal **[proposal title]** submitted to the **[program name]** by a strong and committed group of **[#]** faculty from the University of Massachusetts Lowell (UMass Lowell). The group is led by **[PI name and affiliation]** and proposes **[unique information about this specific proposal that makes it competitive]**.

The goals of this proposal are synergistic with UMass Lowell's vision of developing internationally recognized research programs that combine basic research with applied and translational research to solve the problems of today and the future. **[Discussion of leveraging existing campus resources and investments that will support and complement the proposed project.]** We fully intend to continue to support growth of these integrative efforts and support this initiative to expand UMass Lowell's research portfolio in new and exciting ways that complement existing programs on campus. This proposal will be an important step in this process and will also help our efforts to attract a more diverse group of student to **[the specific of study in the proposal]**, which is a critical field in terms of workforce needs of the Commonwealth of Massachusetts and the nation.

As a demonstration of our commitment, the University will provide:

- Space and administrative support needed to efficiently run this program
- **[#]** undergraduate summer coop positions every year for students from underrepresented groups to work on the research project
- **[any additional University commitment you hope to have]**
- **[any sponsor required cost share commitment(s)]**

We view this **[program]** proposal as providing **[anticipated broader outcome of the project to the campus, state, and/or nation]**, and it has our full support.

Sincerely,  
Julie Chen  
Vice Chancellor for Research and Innovation