

Instructions for writing your draft:

1. **Please be precise and concise in your writing (The body of the letter should be a page)**
2. Please refer to the office of interest and not the personnel except the entity is the PI, here, he/she is to be addressed by name.
3. Inserted below is a template for your perusal. Freely use this template in drafting your letter of support without copying verbatim. This is a guide, not a letter-perfect draft.

Please note the following:

- Paragraph 1: Introduces the commitment of the College of Medicine to support or partner on the project.
- Paragraph 2: Introduces the PI (or Project) involved, states the purpose and relevance of the project and how COMUI will contribute to its implementation. This paragraph also speaks of the strength of the COMUI and the University in providing the required support for the project
- Paragraph 3: establishes the approval and commitment of COMUI to support the PI, stating the key portfolio of the PI as it relates with the project and the institution, *and the plans for sustainability of the project (if required)* while reiterating the strengths of the institution in providing the required support for the project and the personnel involved.
- Paragraph 4: Conclusion: this section states the commitment to provide further information that may be required upon request.

Template for writing letter of support

Date (Day Month, Year)

Recipient's address

.....

.....

Dear recipient's name/office

Letter of support for (Title of the project)

This letter is to support *PI's name (or team)*'s application to *funding body or organization* for the project titled *title of the project* or This letter is to confirm that The College of Medicine, University of Ibadan, would collaborate with

PI's name (or team) is a (*insert designation within the College, department and faculty*), College of Medicine, University of Ibadan. **[Insert the purpose of the project and its relevance in not more than three (3) sentences.]** *For example- The proposed research will enhance her research scope and contribute tremendously to the knowledge of cancer in Nigeria* **[Follow through with how the institution will support and in what capacity (in not more than three sentences).]** *For example- The College has a rich experience in grant management including NIH grants among others...and will therefore support the PI's name (or team) in the implementation of the study and the management of the funds.*

The College of Medicine, University of Ibadan is in support of *PI's name (or team)*'s application or fully supports the participation of *PI's name (or team)*... S/he is... **[Insert your key credentials, as it relates with this application, in not more than three (3) sentences.]** *For example- S/he has been involved in reputable research with several institutions within and outside the country. She is a member of the ... that has successfully contributed..... in Nigeria and globally.* **[Follow through with statement reiterating the commitment of CoMUI to support the project and the PI.]** *For example- The College of Medicine will ensure that each member of this collaborative team is provided with all the required local resources to effectively carry out this research.*

Conclusion: *I fully anticipate that this will continue to be a long and extremely productive partnership. I will be happy to provide any additional information you may require.*

Sincerely,