**Ontario Research Fund**

**Research Excellence (ORF-RE) Round 11**

**Sample Private Sector Letter of Support**

Research Services Office

Updated December 6, 2021

*[On letterhead from company; maximum of two pages]*

[Date]

[PI Name]

University of Toronto

Toronto, Ontario

M5S 1A1

Dear Professor [XX],

[Company name] is pleased to support your project entitled “[...],” for which you are submitting an application to the Ontario Research Fund Research Excellence program.

[Company name] is … [state what the company does and how it relates to this project. Describe what the company wishes to gain by this collaboration (enhancement of Ontario industry, positive impact on Ontario’s research and commercialization capabilities, etc.)]

[Indicate the level of cash contribution, in-kind contribution and the form of that in-kind (e.g., salaries, equipment, supplies, etc.) For in-kind support, how the value was determined. Include the **specific amount** of cash and in-kind contributions as well as the **date** of the contributions.

|  |  |
| --- | --- |
| **In-Kind Contribution** | **Valuation** |
| Personnel | # of personnel, job title, salary and benefits, hours to be spent on project |
| Equipment | Type of equipment, fair market value, quantity, use |
| Supplies | Type of supplies, quantity, use |
| Space | Location, use (ie. Laboratory, clinical etc), duration of use |

***[For applicants:*** *Ensure that the amount in the letter and the amount in the application form (Project Budget section) match.]*

[The letter could also address the following questions:

What is your company/organization’s vision of this proposal?

Why did your company/organization choose the applicant as a partner in this proposal?

What is your assessment of the excellence of the research group within the institution?

What impact will this proposal, if successful, have on your company or organization?

Will this proposal enable your company or organization to become more competitive nationally and/or internationally, and what evidence can you cite to support this assertion?

Will the work create a platform technology and why?

What, in your opinion, the are potential economic and commercialization benefits that this proposed research will provide to Ontario?

What, in your opinion, the are potential societal benefits (e.g., improvements to health/quality of life, environmental benefits, reduction in poverty, improved public policy) that this proposed research will provide to Ontario?]

Sincerely,

[Firstname Lastname]

[Position in the company/organization (usually the CEO, President, etc.)]