

LETTER OF SUPPORT from the BJH SCN – General Guidelines

To support and facilitate the work of the BJH SCN community, we provide letters of support to individuals, organizations and/or initiatives that complement the work and areas of focus of the BJH SCN. The following aims to outline a process for requesting letters of support in order for the BJH SCN leadership to be effectively responsive.

If you would like to request a Letter of Support (LOS) from the BJH SCN:

- 1) Read the general guidelines below
- 2) Submit your request for a letter of support via email to Ania Kania-Richmond (anna.kania-richmond@ahs.ca).

The following information must be provided:

- I. Title of project, initiative etc. for which support is being requested
- II. Name of individual submitting the request
- III. Role of the individual submitting the request in relation to the project, initiative, etc. (e.g. principal investigator, project manager, collaborator etc.)
- IV. Clear statement specifying the type of support being requested of the BJH SCN ([see below](#))
- V. Statement of how the request aligns with or links to BJH SCN areas of focus ([see below](#))

For additional information or questions, contact the Assistant Scientific Director, Ania Kania-Richmond at anna.kania-richmond@ahs.ca or 403.701.0141

General Guidelines

All Letters of Support requests will be pre-screened to determine eligibility – which is based on alignment with BJH SCN scope and type of request (see request form). **Turnaround time for LOS is a minimum of 5 business days.** We may contact you to request additional information or for clarification of submitted requests and/or material(s).

A request for a letter of support must align with or link to **at least one** of the following areas:

Current Focus	AND/OR	On-Going Work	AND/OR	Other
Prevention (primary, secondary and tertiary) of bone and joint conditions		BJH SCN signature projects, priority projects, and/or research projects		Not aligned with current focus or on-going project but relevant to bone and joint health and services in Alberta
Management and treatment of bone and joint conditions -conservative (non-surgical) -approaches surgical interventions				

Requests may be for, but not limited to:

- Support of concept – defined as agreement that this topic area is worthy of additional study/research
- Support of the researcher or research team (strength, expertise, etc.)
- Endorsement (for proposed project, initiative, etc.)
- In kind support (to support specific activities and/or processes within an initiative)
- Funding
- Other: _____

Eligible research related letters of support will be provided through the BJH SCN *Scientific Office*:

- Scientific Director – Dr. David Hart
- Assistant Scientific Director – Dr. Ania Kania-Richmond

All other eligible support requests will be provided through the BJH SCN *Operations Leadership*:

- Senior Provincial Director – Jill Robert
- Senior Medical Director – Don Dick
- Executive Director – Mel Slomp