

Guidelines for Letters of Support

These guidelines are for researchers, investigators and entities who may be seeking letters of support from the NRV SCN Scientific Office:

1. Letters of support (LOS) for grants and other opportunities require at least a two-week turnaround time between initial request and letter issue. It is expected that requestors submit their request in a timely manner prior to grant due dates.
2. It is highly recommended that the investigators meet with members of NRV SCN, before their request for LOS, to discuss the study and the anticipated collaborative role of the NRV SCN.
3. Requestors must draft the LOS and provide it to the NRV SCN Scientific Office (either Scientific Director or Assistant Scientific Director).
4. All LOS requests must address one or more of the current NRV SCN Transformational Roadmap priorities ([NRV SCN | Alberta Health Services](#)).
5. All requestors should clearly outline in the LOS the resources and supports requested of the NRV SCN. The level of support the NRV SCN and its Scientific Office provides will depend on how the project aligns with the SCN priorities and capacity.
6. The NRV SCN Scientific Office (Scientific Director and Assistant Scientific Director) with the NRV SCN leadership (Senior Provincial Director and Senior Medical Director) will review the request, draft LOS and determine if a LOS support can be provided.
7. A signed LOS will be sent to the requestor with any changes made by the NRV SCN Scientific Office.
8. A condition of the provision of a letter of support is that requestors will notify the NRV SCN Scientific Office of the results of the competition.
9. For projects that receive significant NRV SCN support (whether monetary or in-kind), applicants must provide regular updates to the NRV SCN Scientific Office, a final report, and presentations at a relevant NRV SCN committee.

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