

Policy for Issuing Letters of Support

1 STATEMENT OF INTENT & SCOPE

- 1.1 This document outlines the general procedure by which Letters of Support (LoS) can be issued by the Director on behalf of the Sustainable Chemicals and Materials Manufacturing (SCHEMA) Hub. LoS will be subject to review and approval from the Delivery Board.
- 1.2 Letters of Support can be issued by the SCHEMA Hub to indicate its strategic support for other research and innovation investments.
- 1.3 A draft Letter of Support should be shared with the SCHEMA Industry & Partnerships manager (IM), Operations Manager (OM), and Director. **The draft letter should be shared at least five (5) working days in advance of the date you require the signed letter to be returned.** Exceptions may be considered on a shorter timescale for (a) large grants with significant strategic alignment to SCHEMA, and (b) proposals led by early-career researchers.
- 1.4 The draft Letter of Support should explicitly cover the following:
 - Paragraph 1 – brief outline of the proposal topic and how it aligns with the objectives of the SCHEMA Hub
 - Paragraph 2 – Specific examples of how you will work with the hub if your proposal is successful. The benefits to both the Hub and to your research or partnership (e.g. access to future industry partners, opportunities to work with the academic team members).
- 1.5 In order for the SCHEMA Delivery Board to review the request for a LoS, details about the value of the grant, expected start date, and duration should also be provided.
- 1.6 Please note that we will only issue Letters of Support for projects and proposals that clearly align with SCHEMA's vision and aims.



2 PROCEDURE

- 2.1 The draft LoS will be subject to pre-screening by the Director, IM, and OM.
- 2.2 The draft will be circulated by email to Delivery Board members with a poll to return their vote of “Approve”, “Do not approve”, or “Abstain”.
- 2.3 Outcome will be decided by a simple majority. In the event of a tie, the Director will have the deciding vote.
- 2.4 In the event of a conflict of interest between the SCHEMA Director and the Director on the proposal, a member of the SCHEMA management team will have authority to sign on behalf of SCHEMA.
- 2.5 If approved, the letter will be signed by the Director (or delegated authority) and returned.