**Industry Collaboration Framework: Industry Partner Letter of Support template**

As part of the Industry Collaboration Framework applicants must submit a letter of support from all industry partners on their collaborative proposals. The letter(s) of support should be on company head stationery and cover the following information outlined in this template. The content of the letter of support will be cross checked with the ICF form and subsequently the collaboration agreement, if awarded, by the MRC Programme Managers and LifeArc.

For Fellowship applications the letter of support should confirm any development activities for the fellow outlined in the application that are to be supported by the industry partner and that plans for dissemination of outputs will not inhibit the career development of the fellow.

To whom it may concern

**Application No:**

**Project Title:**

**PI:**

**The company’s interest in the proposed project**

The letter of support should state how the research outlined in the project aligns with the interests of the company.

**IP Sharing and Dissemination of Output**

The industry partner letter of support should either:

1. make the statement that what is set out in the ICF form is a fair and accurate representation of the discussions/in principle agreement between the academic and industry partners; or
2. can detail the industry partner’s expectations around sharing of IP and dissemination of project results (with applicant institution letter of support confirming in principle agreement with such expectations).

**Company contributions including justification of the value of in-kind contributions**

The letter of support should state the financial contributions that the industry partner will be making to the project and should match those stated in the application and the ICF form. For in-kind contributions the letter of support should detail what the in-kind contributions cover and how the costs have been calculated. In calculating this value the following costs may be included:

* + - * The salaries of the personnel working directly on the project

*Salaries are defined as basic salary excluding benefits packages, pensions, bonuses etc. Outline the total cost and total FTE resourced to the project, however, individual salaries do not need to be disclosed. If there is just 1 individual assigned to the project include the total amount but not the FTE. You should outline the job titles of members of staff working on the project, their key tasks and responsibilities*

* + - * Materials consumed in the course of the project

*Materials and medicinal products should be costed as cost to manufacture, not cost of sale of goods and should not include any costs related to the historical development*

*Tissue Samples should only include costs of storage, costs of transportation and where applicable compensation reflective of accessing these from an alternative commercial source. They should not include cost recovery related to the historic generation and collection.*

* + - * Capital equipment purchased or constructed for the project, less its estimated value to the business at the end of the project;
      * Access to data should be provided free of charge but resource required to prepare data for sharing can be costed.
      * Sub-contract charges and consultancy fees and cost of equivalent services used exclusively for the research activity, bought from outside sources
      * Project management costs such as travel, office space etc. that are in addition to those normally involved;

**Project management arrangements**

The letter of support should outline any project management arrangements or routes for communication that have been agreed to support the progress of the project.

**Collaboration Agreement**

The letter of support should confirm that, if the application is successful, a collaboration agreement will be put in place between all partners and submitted to MRC within three months of the date of the award letter and in advance to the project starting.