Month Day, Year

Full Name of Sponsoring Organization
Street Address
City, Province
Postal Code

RE: [Applicant Name: Title of Application, Name of Grant Program]

Dear [Program Representative/ Selection Committee etc.],

As Vice President, Research & Innovation at Unity Health Toronto, I am very pleased to support Dr. Applicant Name's application to the Name of Grant Program, titled "Title of Project". Dr. Name proposes a comprehensive and innovative research, knowledge translation and education plan that will further Unity Health Toronto's priorities of … (refer to the Research Priorities and Resources Document to describe how your proposed project aligns with institutional priorities).

Paragraph 1: Applicant Information (Optional; if relevant)
- Describe your field of research and its relevance.
- Training that has led you to this point.
    - Highlight any previous training and/or specific skill set(s) that make you uniquely qualified to conduct the proposed work.
- Previous experience in the area of the proposed research.
- Evidence/examples of success in research:
    - Awards received
    - Grants held
    - Productivity (publications, conferences, invited lectures)
- Current academic appointments (and protected time, if applicable).

Paragraph 2: Project Relevance
- How/why the proposed project addresses a research need or gap.
- Why now? Timeliness of the proposed project.
- How/why the proposed project improves or advances previous research.
- How/why the proposed project serves as a foundation for future work.
- How the proposed project addresses/fulfills goals/vision of Unity Health Toronto.

Paragraph 3: Research Environment
- Why Unity Health Toronto LKSKI/KRCBC is the best place to do this research.
- What resources are available to support the proposed work? (See Research Priorities and Resources Document).
- What collaborations are available within (or outside) Unity Health Toronto (and the University of Toronto, if applicable)?
- Mentorship available (especially for new or mid-career investigators).

Paragraph 4: Impact
- What are the proposed project's results/deliverables?

- How the proposed project will have impact.
- Evidence/examples of impact, include, but are not limited to:
    - Contribution to the proposed health research topic/area.
    - Social and/or economic benefits to Canadians.
    - Effect of the results/deliverables on health policy or decision makers.
    - What is the knowledge translation plan?
    - How the proposed project will create highly qualified personnel (HQP).

Paragraph 5: Support (Optional; if relevant)
- What support does Unity Health Toronto provide? (See Research Priorities and Resources Document).
- Dollar amount and duration of support (salary, start-up funds, matching, etc.).
- Type and dollar value of any in-kind contributions.
- Names, expertise and titles of people willing to provide support.
- Mentorship, protected time, dedicated space.

I have every confidence that Dr. Name and their team have the knowledge and expertise necessary to successfully implement the proposed research program. If their application is successful, I assure you that Dr. Name will have the complete support and endorsement of Unity Health Toronto.

Sincerely,

Ori D. Rotstein, MD, FRCSC, FACS
Vice-President of Research and Innovation, Unity Health Toronto
Associate Chair and Professor of Surgery, University of Toronto

Additional Notes:
- Most Institutional Letters of Support are 2 pages in length. Please check the grant competition guidelines to confirm page limits/suggested length.
- The format of this template (margins, header size, footer size) matches that of Institutional letterhead (i.e. 2 pages in this template = 2 page letter on Institutional letterhead).
- This template is to be used only as a guide. It should be adapted to fit the requirements of each applicant and each grant competition. Letters should be as specific as possible to the applicant and grant competition.