Requirements for STW Letters of Support

In the event that a user pledges co-funding for a research proposal, a letter of support from this co-funder is required. The letter of support should satisfy the following requirements.

A. General requirements
- Letters of support must be printed on the letter paper of the co-funder;
- Letters of support are addressed to the project leader with cc STW;
- Letters of support must be written in English;
- The address on the letter is correct;
- Letters of support must be signed by an authorised signatory;
- The cash contribution stated in the letter is paid to STW.

B. Specific requirements
- Brief description of the company and the core business (type of company, size, which service, products).
- A statement that the company is interested in and will commit itself to the research.
- An explanation as to why the answering of the research question is important to the company. How does this solution fit in their strategy?
- A brief explanation as to why this particular research group and research proposal are receiving support.
- What the company will contribute in concrete terms (incl. capitalisation) and why this fits in the research proposal/planning.
- Further specification of the in-kind support, both hours (number and/or tariff applied) and materials (numbers; cost price; tariff; percentage that can be attributed to the project, etc.).
- The company provides the contribution described without additional conditions.

C. Declaration and signing by the User
- The company states that it has read the proposal and signs for this;
- The company states that it will actively participate in the User Committee (UC) and signs for this;
- The company states that it agrees to the General Funding Conditions / Task and Method of Working User Committee / Main principles Intellectual Property Policy of STW and signs for this.

Letters of support are unconditional and do not contain any opt-out clauses.

The amounts stated in the letters of support must correspond with the amounts stated in the budget presented.
A copy or scan of the letter will suffice for the submission of a research proposal.
STW will not approach persons or organisations who have signed letters of support to act as referees (code of conduct on conflicts of interest).
After the research proposal has been awarded funding STW will request a confirmation of the co-funding (“confirmation obligation third parties”) and in relevant cases will record any further arrangements in an agreement.