# SSHRC Partnership Development Grant – Letter of Engagement Procedures

*For Project Director’s submitting a UBC-led SSHRC Partnership Development Grant (PDG):*

SSHRC’s Partnership Development Grant competition allows applicants to invite the institution with which they are affiliated to participate as a partner organization. All partner organizations must upload a Letter of Engagement written on official letterhead and signed by appropriate officials. Letters must include:

* The relevance and significance of the project objectives for the partner organization;
* The exact nature of the involvement of the partner organization during the lifespan of the project; including the intellectual leadership and governance of the partnership, where appropriate;
* Precise details on the financial and/or in-kind contributions to be provided by the partner; and
* The expected outcomes that the partner organization wishes to achieve.

At UBC, such letters are coordinated by the SPARC office, and signed by the Vice-President, Research and Innovation (VPRI).

A maximum contribution of $5,000, cash, per year is available to UBC-led proposals from the Hampton Endowment Fund, provided there is a cash or in-kind match from department and/or faculty sources, and contingent on SSHRC success.

The VPRIO does not provide contributions/letter for non-UBC-led PDGs.

*Project Directors are responsible for:*

* Writing the first draft of the letter (Use the SPARC provided template; email [danica.kell@ubc.ca](mailto:danica.kell@ubc.ca) for a copy)
* Submitting a completed version of the “SSHRC PDG UBC Contributions” form (see below)
* Providing SPARC with written confirmations of all internal funding commitments
  + Confirmations do not need to be signed on formal letterhead. A copy of an email from the appropriate financial authority (i.e. Department Head for Departmental contribution, Associate Dean, Research for Faculty contribution) will suffice

Please submit your draft letter, internal contributions form and written confirmation of all contributions to Danica Kell ([danica.kell@ubc.ca](mailto:danica.kell@ubc.ca)) by Wednesday, October 30th at 12pm.

# SSHRC Partnership Development Grant UBC Contributions Form

## Department Level Contributions

### Cash Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

### In-Kind Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount and description of contribution | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

## Faculty Level Contributions

### Cash Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

### In-Kind Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount and description of contribution | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

Draft Letter Attached

Confirmation of Contributions (e.g. email from department head/ADR) Attached