



Green Fund Letter of Support Guidelines

Letters of support must be requested from appropriate parties for the completion of a Green Fund Research Grant or Project Proposal application. Those submitting letters of support should review the Project Application process and be familiar with the requirements for a Green Fund project.

Typical letters of support include the following information:

- a. Name of sponsoring department or project advisor
- b. Brief description of the project or research
- c. Brief Statement of support
- d. Any other relevant information for the project or research, including deliverables, student wages, etc.

Letters should also include the following:

For Project Proposals

For letters of support for reimbursements, please include language that adheres to the following:

“The _____ department understands that any and all future expenses (describe the expenses) must be covered by _____ department. We understand that the Green Fund is only responsible for the initial purchase of the materials approved in this proposal and will not fund continued maintenance of the program. We understand that reimbursement of costs will be initiated upon the completion of the project. We understand that it is the duty of the project applicant and advisor to coordinate any and all student wages, permissions, approvals, etc. prior to the submission of the project application.”

For Research Grant Applications

Please include within the letter of support information that addresses the student’s ability to conduct and complete the proposed research. In addition, please include language that adheres to the the following:

“ I, _____ the project advisor, understand that funding provided by the Green Fund may be used to fund student wages. I understand that the coordination of student wages must be done through the department of the project advisor/within the department that the research is being

conducted. I understand that upon approval, funding will be dispersed to the department of the project advisor for all associated costs.”