*Template letter of formal support for EDI Plus applicants. Please:*

1. *Applicant, Senior Leader and Research office - Fill in the relevant areas highlighted in yellow.*
2. *Delete any instruction text in italics before submission.*
3. *Ensure that the completed letter is on your organisation’s letterhead.*
4. *Pass back the completed letter to the applicant so that they can attach it to their application (deadline is 17th June 2024 at midnight).*

**For the attention of the EDI Plus team**

**Durham University**

DATE

Dear Sir/Madam

Please find below confirmation of formal support from [NAME OF ORGANISATION] for [NAME OF APPLICANT] to apply for the EDIPlus Fellowship 2024-2026.

**PART ONE *– to be completed by your Research Office.***

1. We understand that if [NAME OF APPLICANT] is successful in being offered a bursary, this will be for 0.2FTE at 80% FEC. (in alignment with the EPSRC funding model).

At the time of writing, this amounts to £……………………… in total for the two-year Fellowship.

1. The contact name and email address for any contractual discussions with [NAME OF ORGANISATION] is:

Name: …………………………………….

Email: …………………………………….

**PART TWO *– to be reviewed and signed by a Senior member of staff\****

*\* This could be a Head of Department, Director of Research, Pro-Vice Chancellor or Head of HR, whichever is most appropriate within your organisation. They should be able to confirm that the Fellow would have permission to undertake the time required for the Fellowship (which is 0.2FTE for two years) should they be successful.*

I confirm support from [NAME OF ORGANISATION ] for [NAME OF APPLICANT] to apply for the EDIPlus Fellowship 2024-2026. If they are successful we confirm that our Organisation will:

* Release [NAME OF APPLICANT] to undertake the Fellowship for the two-year duration at the agreed commitment of 0.2FTE per week.
* Facilitate the transfer of bursary funds to cover the time for [NAME OF APPLICANT] and to enable them to access their travel bursary to book travel and accommodation for in-person events.
* Provide a Senior Leader to support [NAME OF APPLICANT] and be a point of contact for their queries and signposting to internal support.
* This same Senior Leader will act as a Reciprocal Mentor for a Fellow at a different organisation, meeting a minimum of three times during the two-year Fellowship as described [here](http://www.ediplus.ac.uk/wp-content/uploads/sites/330/2024/06/Summary-of-Senior-Leader-role.pdf).

*Please add a short paragraph describing how your organisation will support the applicant to participate in the Fellowship and to enable them to maximise the impact of the research within your organisation. The statement will be used as part of the shortlisting process for the application.*

Name of Senior Leader (if already known) …………………………………….

Job title/role of Senior Leader (if already known) …………………………………….

Yours faithfully.

NAME

TITLE

SIGNATURE

DATE