**Letter of intent for a *Knowledge-building Project for Industry***

When you submit an application for a call for a *Knowledge-building Project for Industry*, you must attach a letter of intent from *each individual* collaborating partner registered in the application form.

The letters of intent you attach are an important supplement to the material that the referees and the Research Council use to assess your application. A letter of intent is a preliminary commitment between the Project Owner and a collaborating partner. It indicates the project’s strategic alignment and maturity that will enable it to start up in accordance with the progress plan presented in the application.

**When we assess the letters of intent, we check:**

|  |  |
| --- | --- |
| **Sender:** | that the letter of intent has been obtained from the collaborating partner itself |
| **Date:** | that the letter of intent has been obtained in connection with this application and call for proposals, i.e. that it is recent |
| **Content:** | that the letter of intent provides an expedient description of why the application is important. Why is the sender participating and what is their contribution to the project? If the partner is the degree-conferring organisation for PhD and post-doctoral fellowships in the project, this must also be confirmed |
| **Language:** | that the letter of intent is written in English so it can be read by international referees |
| **Signature:** | that the letter of intent has been signed by a person authorised to represent the sender with the resources described |



**To *Date, place***

This letter confirms our participation as a collaborating partner in the project ***Name of project*** as described in the application.

Describe briefly:

* **Your company or organisation – a brief introduction**
* **What is your organisation's motivation to participate in the project****? (Why the proposed research and/or project results are important)**
* **How will your organisation participate in the project and what will your contribution be? (The more specific you can be, the better)**

Private enterprises:

* Funding contributions (please specify)
* Participation in project meetings and/or in steering committee meetings
* Other

Research organisations:

* Working hours and taking an active role in one or several of the work packages
* Other kinds of input parameters (material, lab facilities, other)
* If you are the degree-conferring university/institution for PhD or post-doctoral fellowships in the project, please confirm that you are willing to supervise the candidates

Signature

Name

Title, Organisation