# Suggested Template for the Partner Organisation Letter of Support

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| * ***Must be on the organisation’s official letterhead including business address and ABN***
* ***Two A4 pages maximum***
* ***12pt Times New Roman font***
* ***1.5cm Margins all round***
* ***Do not send separately to Next Gen program team - must be included with application summited through the*** [***online application platform***](https://d61nextgengrad.grantplatform.com/) ***(accessible from 11th September 2023)***
* ***Suggest that the University Chief Investigator (CI) provide a first draft to the Partner***
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Enter Partner Business Address here

Enter Partner ABN here

Date:

Addressed To: Review Panel

Next Generation Graduates Program

Re: Proposed Next Generation Graduates Program “Proposed Consortium Program Title”, with first-named Chief Investigator [Prof Firstname Lastname], [School of…], [University]

*1st paragraph*

Provide a brief profile of the Partner Organisation, including:

* Description of history, core business, funding sources and strategic objectives for future;

*2nd/3rd paragraph/s*

Provide detail on Partner Organisation’s interest and involvement in the proposed Program, including both:

* **Must** include details regarding how the project aligns with the Partner Organisation’s strategic objectives; and
* **Must** state Partner Organisation’s expectations about industry outcomes, products and/or market value, where relevant.

The letter could also:

* Mention any existing collaboration with the [University];
* Detail the Partner personnel (name, position) who will be the principal collaborator on the Program;
* Describe long-term value of collaboration and links with [University];
* Describe the value to Partner of industry-linked training (may include the demand for highly-qualified personnel in this sector, importance of industry-linked training in this sector, and belief of Partner that they will be able to provide a high-quality contribution to this training); and
* Why the Partner Organisation is prepared to provide the following contributions.

*Subsequent paragraphs*

**Must** include details of the Cash **and/or** calculated In-Kind contributions from the Partner Organisation for the Program in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Total In-Kind Contribution[[1]](#footnote-2) ($)** | **Total Cash Contribution ($)** | **Source of Cash Contribution**  | **University(s) Name**  |
| $ | $ | Cash Contribution will be sourced from…. / A Cash Contribution is not being made. | if cash contribution is provided by a university(s) on behalf of your organisation as a small business or start-up company |

Include a statement along the lines of: *“Although of strategic importance and value to the [Partner Organisation], the aims of this collaborative research and training program with [University] could not be successfully achieved by [Partner Organisation] alone from our available funds. We believe our involvement in and contribution to this Next Generation AI (or Emerging Technologies) Graduates Program with [University], will achieve outcomes of greater immediate and long-term value and benefit than could be achieved in isolation.”*

The letter **must** include the following text (verbatim):

[Partner Organisation name] understands and acknowledges that the funding received from Data61 for the Next Generation Graduates Program is provided by the Australian Commonwealth and will be deemed government financial assistance and it is [Partner Organisation name]’s responsibility to ensure that its provision of the Cash Contribution to the Program is not contravening any limitations upon use of the Cash Contribution due to other government financial assistance or any other requirements under any funding rules that may be applicable to the Cash Contribution.

I certify that [Partner Organisation name] will negotiate in good faith with Data61 and the Universities when entering into agreements for this Program, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs.

*Final Paragraph / closing comments*

Underscore support for program; commend application to Next Generation Graduates Program, anticipate successful outcome and look forward to collaboration with [University].

Yours faithfully

*Original Signature of CEO or Delegated/Authorised Person*

Name & Title

1. For partners who will only provide in-kind contribution such as student supervision and industry placement opportunities, remove the Total Cash Contribution ($) and Source of Cash Contribution columns in this table. [↑](#footnote-ref-2)