

SSHRC PEG Tip Sheet for an Effective Partner Organization Letter of Engagement

SSHRC Partnership Engage Grant application requires that your **Partner Organization provide a well-crafted Letter of Engagement**. This is a mandatory and essential component of the PEG application given that it demonstrates the value and feasibility of your collaborative project. The letter should reflect the partner's interest in the project, their commitment, and their anticipated contributions. Below are key tips for a compelling letter:

General Tips

- *Ensure the letter is written on the partner organization's official letterhead.*
- *The letter should be specific to the project and clearly outline the unique role and interests of the partner.*
- *Describe how the collaboration aligns with the partner's goals and how they will benefit from the partnered project.*
- *Use clear language to articulate the organization's involvement and expected outcomes.*

What to Include in the Letter

- **Introduction**
 - Start with a brief introduction of organization and provide a summary of mission, goals, and areas of interest as well as any relevant past or current project collaborations
- **Relevance and Significance**
 - Explain why the project is important to the partner organization and discuss the alignment of the project's objectives with the partner's strategic goals.
- **Nature of Involvement**
 - Detail the partner's specific role and contributions during the project. Examples of involvement include : Intellectual leadership (e.g., co-developing objectives); Collaborative activities (e.g., co-authoring publications, joint meetings, collaborative dissemination of research).
- **Financial and In-Kind Contributions**
 - Specify any cash or in-kind contributions, such as staffing time or management support, meeting or workspace, access to resources (e.g., data).
- **Expected Outcomes**
 - Clearly articulate the anticipated results or benefits the partner organization hopes to achieve through the collaboration. Depending on the project, examples may include new research insights, enhanced service delivery, or strengthened organizational capacity.

Submitting the Letter

- Upon invitation by the applicant, the partner organization will upload the letter of engagement via a provided link. See [SSHRC instructions](#). No SSHRC account is required for the partner organization to complete this process. By submitting the letter, the organization confirms its understanding and agreement with the proposal's objectives.

If you would like a sample letter of engagement or further guidance, please reach out for support: imadueke@ualberta.ca