**CALS POLICY ON LETTERS OF SUPPORT**

1. **Purpose**

The Canadian Association for Leisure Studies (CALS) often receives requests from its members for letters of support to accompany funding applications. The purpose of this policy is to apply a consistent approach for requests for letters of support from our members who are applying for research funding or submitting a research proposal.

CALS will assess each request individually to determine if the proposal aligns with the organizations statement of knowledge transfer and knowledge mobilization as well as the nature and level of support it will provide.

CALS statement of KT and KM (to be inserted after discussion of the board at the May meeting. Below is a sample):

“CALS acknowledges and values the importance of knowledge transfer and mobilization. We recognize and encourage the dissemination of knowledge outside traditional academic venues (i.e., publications in professional magazines, creation of workshops and training modules based on research findings, documentaries, screenplays) that promote accessibility to research for individuals and communities outside academia” (credit to Dr. Felice Yuen).

**2. Definitions**

There are two different types of support CALS may be able to provide:

**Support in principle:** CALS is in favour of the proposal or project, based on the information provided. The principle, or the idea, seems good and CALS agrees with the outcome or benefit received.

**Partnership:** An arrangement in which the parties agree to collaborate to advance their mutual interests. How CALS will be recognized as a partner of the project (e.g. acknowledgment in a publication) is to be determined prior to entering the agreement. Clarity regarding the role of partners is to be provided along with the request.

Please not that CALS does not provide in kind supports or matched funding.

1. **Qualification criteria:**
2. The Principal Investigator must be a current CALS member in good standing;
3. The application must be in line with the CALS KT and KM statement;
4. The application must clearly describe how CALS and CCLR will be used to mobilize knowledge;
5. The CALS board has expectations that the Principle Investigator will do a presentation at CCLR based on the approved project;
6. The application must clearly describe how CALS members and other audiences will benefit from the research and scholarship.

Letters of Support will not generally be provided if the qualification criteria above is not met.

**4. Process**

1. Send an email to the President of CALS as far as possible ahead of your submission deadline. Allow 4 weeks for the request to be processed.

2. Include the following information in your request:

a. Name of Principal Investigator, co-Principal Investigator(s);

b. Grant title and name of funding agency;

c. A short paragraph highlighting the objectives of the grant application; explaining why CALS should sign a letter of support;

d. A one-page summary of the proposed research

e. Provide a statement of intent to submit an abstract to CCLR by including a proposed title, authors, and preliminary abstract

f. Name of the person and institution to which the letter should be addressed;

g. Any additional form(s) that need to be filled out; and

h. Any instructions and guidelines for the letter of support required by the grant institution.

1. CALS bylaws requires two signatures for letters of support that affix the seal of CALS. Therefore, the signing of the letter of support can include the President and one other member of the Executive Committee.