

The ADEA Task Force on Envisioning and Transforming the Future of Oral Health and Education (ADEA ETFOHE)

Letter of Support Checklist

To be eligible for consideration, ADEA ETFOHE funding proposals must include a letter of support from the dean, if representing an institution, or other administrative head, if representing a corporation or entity. The letter of support should:

- Be provided by an individual with authority to commit organizational support.
- Be written on official organizational letterhead, dated, signed and specific to the proposed project.
- Describe institutional/organizational commitment and alignment with priorities and goals.
- Confirm protected time, facilities, infrastructure, technology, clinical access, administrative support and other necessary resources.
- Describe financial or operational support, including matching funds, cost sharing, in-kind contributions or operational support, when applicable.
- Describe sustainability and how successful activities may be embedded into future practice, education or organizational activities.
- Include project continuity/contingency planning, if the Principal Investigator or project lead becomes unavailable, including oversight, qualified replacement leadership, transfer of data/resources/reporting responsibilities and notification of significant personnel changes.
- For multi-organization projects, describe each partner's role and commitment to project delivery.