**RPH Research Foundation**

**Project Certification Letter Template - Instruction Guide**

**Purpose:**

The *Certification Letter* template may be used when documentation of Project Certification is required for your research grant application.

**Instructions for use:**

1. Download the document and update the required fields on the letter in the appropriate spaces provided.
2. Delete the highlighted text fields and save the **letter page only** i.e. discard the instruction page.
3. After communicating the project details with the relevant line manager (e.g. Head of Department, Director of Nursing), the manager must populate their details and signature on the letter to demonstrate their endorsement of the project. **The personal details and signature fields must only be completed by the signatory.**
4. The grant applicant must append the completed letter (not including instructions) to the Certification page of the grant application prior to the form’s submission.

3 January 2024

RPH Research Foundation

PO Box 2323

East Perth WA 6892

**RE: Certification Letter for the proposed research project:** (*applicant to insert project title)*

Dear Ms Cate Cassarchis,

I certify that:

1. The above research project proposed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Chief Investigator name*) is acceptable and appropriate to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*School/Centre/Department/ Service Unit name*) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Institution name*).
2. I confirm the area is capable of providing the infrastructure and services essential for the effective and timely execution of the research project, as described in the project application.

Kind regards,

|  |  |
| --- | --- |
| Full name: |  |
| Signature: |  |
| Date: |  |
| Position: | Head of Department / Director of Nursing (*select one*) |
| Telephone Number: |  |
| Email: |  |