**Suggested Template for Enterprise Partnership Scheme (EPS) Partner Letter of Support**

Date:

Addressed To: Professor Sakkie Pretorius

Deputy Vice-Chancellor, Research

Macquarie University

**RE: Proposed Enterprise Partnership Scheme application for [project title]**

*1st paragraph*

Provide a Brief Profile of Organisation –– description of history, core business, funding sources and strategic objectives for future.

*2nd/3rd paragraph/s*

Provide detail on Partner’s Interest & Involvement in the proposed Research Project, including but not limited to:

* Mention any existing collaboration with MQ
* Detail the Partner personnel (name, position) who will be the principal collaborator on the Project
* Describe relevance of Project and its expected outcomes to core business and strategic objectives
* Detail benefits and use of the research to Partner Organisation
* Describe long-term value of collaboration and links with MQ
* Why the Partner Organisation is prepared to provide the following contributions.
* If there are multiple partners, then there should be cross-reference

*Subsequent paragraphs*

Provide details of the Partner cash **and** calculated in-kind contributions that will be given to the project.

Outline the Partner’s commitment to pursuing further research project(s) with the University if successful with the EPS application, stating the Partner’s commitment to contributing funds. If Linkage is the intended further research project, provide a statement that if it is not successful, the Partner will commit to contributing funds to a perhaps smaller or slightly different collaborative research project.

A statement to the effect that the partner has read and understands the EPS Funding Rules and the purpose of the scheme.

A statement acknowledging the Partner’s understanding and (preferably) agreement with the position that the University will assert ownership of the project intellectual property, that the Enterprise Partner will be granted a royalty-free license of the project intellectual property for internal, non-commercial purposes and an option to negotiate a commercial use license.

*Final Paragraph / closing comments*

Underscore support for project; Partner commitment to the research relationship in the long term and look forward to collaboration with Macquarie University.

Yours

*Original Signature of CEO or Delegated/Authorised Person*

Name & Title