**Letter of intent**

When you apply to the call ***Research and Innovation to strengthen the sustainability of municipal health and care services***, you must attach a letter of intent from *each of the* partners registered in the application form.

The enclosed letters of intent are an important supplement to the material used by the referees and the Research Council to assess the application. The letter of intent is a preliminary commitment between the project owner and the partner, and states something about the project's anchoring and the partner's intention to participate actively in the project.

**When considering the letters of intent, we look for:**

|  |  |
| --- | --- |
| **Sender:** | that the letter of intent has been obtained from the partner itself |
| **Date:** | that the letter of intent has been obtained in connection with this application and the announcement. Letters of intent are perishable. |
| **Content:** | that the letter of intent provides a good description of why the application is important. Why is the sender involved, and what is the contribution to the project?    and, that the letter of intent states the role of the sender in the project. This is particularly important where research organisations participate in the project as a representative of the societal challenge to be researched (see more information in the guidelines). |
| **Language:** | that the letter of intent is written in English or Norwegian |
| **Signature:** | that the letter of intent is signed by someone who has the authority to represent the sender with the resources described  To, date, place  This letter is to confirm our participation as a partner in the project **Name of Project** as described in the application.  Describe briefly:  • Your organization or company – a brief introduction  • What is your organization's motivation for participating in the project?  • How will your organization participate in the project and what will your contribution be? (the more specific you can be, the better)   * Working hours, participating in project meetings and/or steering group meetings * Working hours, takes an active role in one or more of the work packages * Other types of input parameters (data, material, facilities, other) * If you are the degree-granting university/institution for PhD or postdoctoral fellowships in the project, confirm that you are willing to supervise the candidates.   Signature  Name  Title, organization |



***Date, place***

This letter is to confirm our participation as a collaborating partner in the project ***Name of project*** as described in the application.

Describe briefly:

* **Your company or organisation – a brief introduction**
* **What is your organisation's motivation to participate in the project? (Why the proposed research and/or project results are important)**
* **How will your organisation participate in the project and what will your contribution be? (the more specific you can be, the better)**
* Working hours, participating in project meetings and/or in steering committee meetings
* Working hours taking an active role in one or several of the work packages
* Other kinds of input parameters (data, material, facilities, other)
* If you are the degree-conferring university/institution for PhD or post doctor fellowships in the project, please confirm that you are willing to supervise the candidates.

Signature

Name

Title, Organisation