

Confirmation of the host institution

Introductory remarks: *To be eligible to Spark, applicants must:*

- a. either be employed at an institution providing the necessary infrastructure at least for the duration of the project, or*
- b. they must have the support of a host institution providing the necessary infrastructure for the duration of the proposed project.*

In the second case (b), each applicant must provide proof that they will have the support of a host institution providing the necessary infrastructure for the duration of the proposed project by submitting a commitment letter from the future host institution.

The following template gives you guidelines to submit such a commitment letter.

The commitment letter from the host institution consists of a detailed *confirmation of the host institution signed by the head of the institute/department.*

1. Detailed confirmation of the host institution

The **[name research institution/department]** confirms its intention towards the applicant **[name applicant]** to adhere to the obligations listed below should a Spark Grant be awarded for the proposal entitled **[project title]**.

The research institution commits itself to engage the applicant for the duration of her/his Spark grant and to:

- integrate the applicant in the research institution and provide the necessary working space.
- support the applicant in the management of his/her team and provide administrative assistance to the applicant.
- provide research support to the applicant and his/her team members throughout the duration of the project. In particular as regards an access rights to infrastructures, equipment, and other services as necessary for conducting the research **[please specify]**.
- guarantee the necessary scientific independence of the applicant, in particular as regards the:
 - realisation of the project under the scientific guidance of the applicant;
 - selection and supervision of other team members;
 - use of the budget to achieve the scientific objectives of the project;
 - authority to publish as senior author and to invite as co-authors only those who have contributed substantially to the reported work.

- **[Further comments if desired]**

[Name, signature; signed by the head of the institute/department]