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]