<ORGANISATION’s OFFICIAL LETTERHEAD>

Professor Scott Holmes

Deputy Vice-Chancellor and Vice President (Research and Development)

Western Sydney University

Locked Bag 1797

Penrith NSW 2751

Dear Professor Holmes,

**Re: ARC Linkage Project ID:** LP1601XXXXX

**Project Title:** XXXXX

(Letter to be no more than 2 A4 pages in length; if the PO is not providing cash, then the cash contribution certification wording below is not required)

<A paragraph or two on a profile of the Partner Organisation and their business>

< Partner Organisation’s expectations about industry outcomes, products and/or market value (where relevant)>

<Details regarding how the Project aligns with the Partner Organisation’s objectives>

<Details of the amount of cash and/or in-kind support that will be provided, including (if decided) the details of how these contributions might be allocated (eg PhD stipend, research assistance) and indicate the source of the Cash Contribution, eg. operating funds. Ensure it is clear whether the amounts listed are ‘per annum for x years’ or ‘in total.’>

|  |  |  |
| --- | --- | --- |
| **Total In-Kind Contribution ($)** | **Total Cash Contribution ($)** | **Source of Cash Contribution** |
| $ | $ | Cash contribution will be sourced from … |

(**DO NOT alter or delete the following two paragraphs – they are MANDATORY**

“I certify that no part of [organisation name]’s Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory sources for the purposes of research.”

“I certify that [organisation name] will meet the requirements in the standard Funding Agreement, including the requirement to enter into arrangements regarding intellectual property which do not unreasonably delay academic outputs.”

Yours sincerely,

<SIGNATURE of CEO / Managing Director/ Head of Organisation / Delegated Officer>