



**UNIVERSITY OF CAPE COAST**

**DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY [DRIC]**

**REQUEST FOR INSTITUTIONAL LETTER OF SUPPORT**

*[Researchers or Evaluators should allow at least five (5) working or business days from deadline for processing of request and feedback from DRIC]*

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**PARTICULARS OF PRINCIPAL INVESTIGATOR OR LEAD CONSULTANT**

Surname:	First Name:	Middle Name:

College:	Faculty/School:
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Directorate/Centre/Department/Office:	Designation/Title:
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Email Address:	Cell Phone No.:
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**DETAILS OF REQUEST/CALL FOR APPLICATIONS**

Please attach the following documents or send their soft copies to [dric@ucc.edu.gh](mailto:dric@ucc.edu.gh):

1. A copy of the request/call for applications or provide a link to the request/call or announcement

Link (If applicable):
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2. Abstract or Project Summary (Include the aim/goal/objectives of the project)
3. Details of Team Composition or Consortium (Include collaborative organisations if applicable; and indicate if UCC is Leading or Partnering on the Application)
4. Abridged CV of Principal Investigator/Lead Consultant from UCC (Maximum of 2 pages)

Proposed Project Title:
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Funding Agency(ies):
Email Address(es) (if applicable):

The Director of DRIC will sign the letter of support. If a different person is required to sign, please indicate the signee:

Name:	Title:
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Due Date for Letter of Support:
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Any Other Relevant Information:
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Signature of Principal Investigator/Lead Consultant:	Date:
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**FOR OFFICIAL USE ONLY:**

Date of Receipt at DRIC:
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Decision by Director of DRIC:	Signature of Director of DRIC:
	Name:
	Date:

Decision by Vice Chancellor ( <i>If applicable</i> ):	Signature of Vice Chancellor:
	Name:
	Date: