**ForME Call 2024, Commitment Letter from the Partner Hospital – Template**

*Please use this template text, fill in the information as necessary and submit together with the proposal signed on paper bearing the official institutional letter head.*

[institution name], acting as the Partner Hospital in the ForME application entitled [name of the project], confirms that it will adhere to the following obligations, should the ForME award be granted:

* Continue to employ the Applicant [name of applicant] for the duration of the project.
* Relieve the Applicant of clinical duties for \_\_\_% of their contracted hours, i.e. \_\_\_\_ hours per week on average over the full duration of the project of \_\_\_\_ months, starting from the actual start date[[1]](#footnote-2) of the project. During this protected research time, the Applicant will be working on the awarded ForME project, at least partially at the location of the Research Partner as detailed in the submitted ForME proposal.
* Provide full support to the Applicant during the project period to enable them to balance work on the ForME project with their other professional duties.
* [as applicable, detail the mentoring and/or supervision support required to maximise the chances of success for the project and fulfill the potential for career advancement of the Applicant as a function of participation in the project]
* [as applicable, support the ForME project with the following additional resources]

For the Institution:

*This letter of commitment must be dated and signed by the Department Head and the Applicant’s direct supervisor.*

1. Projects must start within 6 months of receipt of the award letter. The actual start date must be confirmed with the ForME management office after the award has been communicated and prior to the project start. [↑](#footnote-ref-2)