

**Shellfish Research Guidance Committee
Mass Aquaculture Association**

LETTER OF SUPPORT GUIDELINES

Our primary priority as a Committee is to help target and guide applied research projects, providing an industry lens for research.

Our secondary priority is to serve as a clearinghouse for industry support of the projects, including providing letters of support and facilitating partnerships between researchers and industry.

For individuals, organizations, or academics seeking a letter of support for their grant application or project, please follow these steps:

- 1. Send a request to scott@bostonbayconsulting.com at least three weeks before your letter of support is due. It should include:
 - a. detailed summary of your proposal, including title and partners**
 - b. information about grant opportunity: who the letter should be addressed to and what the funding priorities are (or just provide the Request for Proposal, etc.)**
 - c. date letter is due and where/how it should be sent (to you, to the funder, electronic or hard copy)**
 - d. optional: template or summary of desired content for the letter of support****
- 2. The Committee will review your request, determine if your project aligns with industry priorities, and identify any outstanding questions that need to be answered. If we have questions, they will be emailed to you within the first 8 days. Please respond within 2 days so we still have time to draft and circulate the letter of support.**
- 3. A letter of support will be drafted by a member of the committee and shared with the committee for final review before being signed and sent to you. Even if a hard copy is sent to the funder, an electronic copy will be emailed to you to confirm submission.**