

Sample Letter of Support from Direct Manager

[Insert Date]

Dear Selection Committee:

I am writing this letter as (Primary Investigators') direct manager to offer my support for this application for a Krembil Award. As (---) manager, I am committed to supporting their work on this (QI or Research project). They will be seconded from their current position as a staff nurse to complete the project approximately once every two weeks. Their current salary and employee benefits during the project will remain unchanged. Access to a computer and telephone will be provided in a workspace for them within the Program and any miscellaneous costs incurred to the development of the project work will be covered. The primary investigators will continue to have access to my guidance and direction related to this project planning activity.

I am committed to providing ongoing support to sustain this project and the team development here at Toronto Western Hospital, University Health Network. I will aid to ensure that there are systems in place to address the implementation and evaluation of the process once the project is complete.

We believe that this proposal is in keeping with the mandate of the Krembil Award Program and hope that we are successful in securing the funds to commence this endeavour. Should you require any additional information, please feel free to contact me using the contact information provided.

Sincerely,

Nurse Manager