NIH/DOE/DOD Letter of Support template

Unlike the National Science Foundation, most other federal agencies (including NIH, DOE, and DoD) allow letters of support that include details about the support that will be given to ICER researchers. The template letter below has sections that include information about free resources as well as paid resources; delete anything that is not relevant. Once you have created a draft that fits your needs, please send it to the ICER Director and they will put it on ICER letterhead with their signature and send it back to you.

Please note that ICER **will not commit** to any in-kind contributions of either infrastructure or research support (e.g., custom research software or workflow development) that are beyond the resources available to all MSU scholars unless researchers have budgeted for disk space, computing hardware, or extended research support in their grant through the storage buy-in (<https://icer.msu.edu/hpcc/storage#Storage%20Buy-in>), computational hardware buy-in program (<https://icer.msu.edu/users/buy-options>), or the Academic Research Consulting Services (ARCS; <https://icer.msu.edu/arcs>) program. Note that any ARCS programs will need to be discussed prior to grant submission; ICER will provide a quote that describes the scope of services, estimated cost, and terms of service. More specific details about the level of support available at no cost can be found in the “Facilities Statement” document in the “Grant and Research Assistance” component of MSU’s website (<https://icer.msu.edu/user-services/research-consulting>).

<Date>

Dear <Professor/Dr. Your Name>,

I am writing to offer my support for your <Agency Name> proposal, titled <Proposal Title>. Your project will benefit from the research computing resources provided by Michigan State University’s Institute for Cyber-Enabled Research (ICER) on behalf of the MSU Office of Research and Innovation.

All MSU researchers are provided accounts on ICER’s computing clusters, which automatically include allocations of CPU and GPU computing resources, disk space (including shared disk space for research groups). ICER’s computing platforms include cutting-edge computing resources, high-speed parallel file systems, a high speed research network that facilitates the rapid transfer of data, and an extensive suite of software packages. All MSU researchers also have access to user support services including training workshops, comprehensive web documentation, and one-on-one user support from ICER’s Research Consultants. These resources are guaranteed to be available to you for the duration of your grant.

You have also budgeted for computing resources and disk space in your budget. ICER purchases a new compute cluster every two years and allows researchers to purchase nodes on that cluster both at the time of the purchase and any time prior to a new cluster being acquired. ICER provides all infrastructure for this hardware (including system administration, power, cooling, and security), and your research group will have priority access for its use for the duration of that cluster’s lifetime (which will be at least 5 years from the date of its installation, and is typically significantly longer). ICER also leases disk space to research groups. This space is a shared partition (meaning that it is accessible to all members of your research group and/or to a list of system users that you provide to ICER) on a high-performance parallel file system, and is replicated daily.

You have also budgeted for research support through the ICER Academic Research Consulting Service (ARCS) program. **<See beginning of this document for more information on this service.>** As per the quote that ICER provided, an ICER <Research Consultant/Software Engineer/Team of ICER Staff> will <briefly describe services to be provided>. As per the ARCS terms of service we will periodically check in on this project and, if the agreed-upon project takes more time than expected, renegotiate scope and cost if necessary.

On behalf of MSU’s Institute for Cyber-Enabled Research, I commit to supporting your project to the greatest extent possible. I greatly look forward to collaborating with you for this project and for your future work!

Sincerely,

<ICER Director name, signature, letterhead>