

Letter of Approval by Research Supervisor for IDRC Awards

Applicants are required to provide a letter of approval on **official university letterhead** and **signed by the research supervisor**.

The letter should **confirm** the following information:

- a) the **approval** of the candidate's final version of their **research proposal** (not just the research topic) by the research supervisor;
- b) the **list of courses already completed and still to be completed** by the candidate in the master's/PhD program;
- c) **confirmation that all courses will be completed, and, for PhD candidates, comprehensive/oral exams passed** before the commencement of the award.
- d) confirmation that the candidate has been "fast-tracked" from one program to another, if applicable

In addition, the letter should:

- e) outline key safety and security risks to the proponent while in the field and explain the university process for ensuring mitigation of any risks (e.g. some universities require a detailed safety/security plan to be officially approved before a researcher can travel).

If any of this information is missing in the letter, the document will be considered incomplete. (Please note that incomplete applications will not be considered.)

See below an example of the letter required by IDRC:

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HEAD OFFICE / SIÈGE: 45 O'Connor Street / 45, rue O'Connor • PO Box / CP 8500 Ottawa ON • Canada K1P 1A4
Email / Courriel : info@idrc.ca / info@crdi.ca
idrc.ca / crdi.ca



Reference: IDRC Awards competition: *John Smith* (Please indicate the title of the award.)

a) As research supervisor of Mr. *John Smith*, I confirm that **I approve and support the research proposal** submitted by the candidate.

b) Mr. Smith has **successfully completed** the following course(s):

STAT 890: Statistics, Survey Design and Analysis

INAF 540: International Affairs Dynamics

ECON 700: Qualitative Research Data

Mr. Smith needs **to complete** the following course(s):

SOC 607: Sociology analysis

c) Before the commencement of the award, Mr. Smith will **have completed all the required courses** for the master's/PhD degree and **the comprehensive /oral examination.**

d) John Smith will be traveling to xxx, where there is a Government of Canada travel advisory to avoid all travel or non-essential travel to certain parts of the country, due to the threat of terrorism and kidnapping. John will prepare a detailed security plan, which will be vetted and approved by the university, in which, among other precautions to be outlined, he will confirm that he will never visit these areas.

and/or:

e) John Smith will be traveling to xxx, where there has been recent ethnic conflict. His topic examines related issues arising and involves interacting with stakeholders; there are therefore risks to his safety. John will prepare a detailed security plan, which will be vetted and approved by the university, in which he will address the risks and detail planned mitigations.

Yours sincerely,

Dr. Watson, Assoc. Prof (Anthropology) and Doctoral Supervisor, Name of university