Research Request Process: Letters of Support
(requested letters of support are typically for grant application requirements; allow at least 2 weeks for a response)

- **Researcher Requests a Letter of Support**
  
  Letters of support can be requested at any time. Note that responses may be delayed during the summer months.
  
  Researchers must submit:
  - Application
  - Sample letter of support
  - Supporting documentation

- **Executive Review**
  
  The Research Request Committee Chair will consult with the appropriate cabinet member(s) based on the research topic and grade level.
  
  Administrators will make one of the following recommendations to the superintendent:
  - Support
  - Decline Support
  
  The superintendent will render the final verdict.

- **Notification**
  
  Applicants will receive official notification of decision.
  
  - **Support**
  
  If the Columbia Public Schools agrees to provide a letter of support, the following excerpt will be added to the tailored grant letter:

  "The Columbia Public Schools has reviewed a summary of this grant application and is encouraged by the potential contributions of this research. Assuming district priorities and personnel remain the same when funding decisions are made in the future, we would welcome the opportunity to participate in this project."

  - **Decline Support**

Columbia Public Schools
1818 W. Worley Street
Columbia, MO 65203
(573) 214-3413; skraus@cpsk12.org
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