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## Policy on CCCS Letters of Support

Letters of support require the time and expertise of CCCS staff and members of the CCCS Board of Directors. In addition, they may require the active participation of the CCCS Executive or Board members in various roles (e.g., Knowledge User, as a co-applicant) and/or in-kind support from the CCCS to engage in dissemination or Knowledge Translation-related activities. Consequently, this policy serves to clarify who is eligible to receive a letter of support from the CCCS.

We will provide letters of support under the following circumstances:

1. Nominated Principal Investigator (NPI) or acting NPI must be a CCCS member in good standing (membership dues paid to date). In the event that there are two or more nominated co-principal investigators both NPIs must be CCCS members in good standing.

This specification applies to all NPIs including allied health members, undergraduate and graduate students, and trainees as they are able to join the CCCS and access member privileges at a discounted rate.

These requirements are irrespective of whether or not collaborators or coinvestigators are CCCS members.

2. The project is relevant to critical care, and of interest to CCCS members.
3. The CCCS requests acknowledgment in presentations and publications resulting from the project if funded.
4. When the results of the study are available or published, the investigator will let the CCCS know.
5. The Request should include a draft of the letter.

**Note:** All inquiries will undergo a review from the CCCS Executive and Chair of the Scientific Committee and require 14 days minimum to complete the review process.

Please complete the Submission Form below and send with the draft letter to [CCCS@secretariatcentral.com](mailto:CCCS@secretariatcentral.com).

**Letter of Support**



**Submission Form**

Principal Investigator/s:

Date Letter is Due:

Institution:

Project Title:

Is this a CCCTG/CCCTBG study:      Yes    No

Letter of support details: