



## **Policy for Letters of Support – Non-Research Initiatives and Projects**

**Approved September 19, 2019**

The Canadian Roundtable for Sustainable Beef (CRSB) does not fund projects but is asked to provide letters of support for various initiatives. The CRSB will consider requests to provide letters of support for initiatives if the following conditions are met:

1. The funding agency has specifically asked the applicant to provide a letter of support for the proposal.
2. The CRSB is not listed as a collaborator or co-investigator on the proposal.
3. The request for a letter of support is submitted to the CRSB at least two weeks before it is required.
4. The requested letter of support is for a full proposal. The CRSB may provide feedback to applicants on letters of intent that are being developed but will not provide letters of support at this stage.
5. The applicant provides the final version of the full proposal to the CRSB, allows the CRSB to confidentially discuss the merits of the proposal with the appropriate Committee. Applications must be willing to seriously consider incorporating feedback from the committees into the proposal.
6. It is asked that the CRSB be notified if the proposed project or initiative is successful, and that the project lead be willing to present to the CRSB if asked.

The CRSB will consider requests to provide letters of support for initiatives if the following conditions are met:

1. The proposal clearly and explicitly identifies specific items from the CRSB's National Beef Sustainability Strategy Goals that will be advanced by the initiative.
2. Proposal for non-research research pre- and competitive initiatives will be considered only if answers to the questions below are answered in their entirety. Provided these conditions are met, requests for letters of support may be submitted to [info@crsb.ca](mailto:info@crsb.ca).

Questions to be answered.

- a. Name of the project/initiative and a brief description (Max 250 Words)
- b. Timeline of project / initiative.
- c. Please clearly and explicitly identify how the project relates to the National Beef Sustainability Strategy Goals and Action Items. (Max 250

Words)

- d. Please Indicate which sectors of the beef value chain will be involved / impacted / targeted by your proposed initiative.
  - i. Allied Industry
  - ii. Producers (cow-calf)
  - iii. Producers (Backgrounders)
  - iv. Producers (Feedlots)
  - v. Packers
  - vi. Processors
  - vii. Retail and Food Service
  - viii. Consumers
  - ix. NGs
  - x. Other \_\_\_\_\_
- e. Please indicate the status of the initiative that you are requesting support for:
  - i. Not yet started
  - ii. In-process
  - iii. Completed
  - iv. Other, please describe \_\_\_\_\_
- f. Please list other partners or partner organizations that will play an important role in achieving the project goals.

The requesting organization acknowledges that written support from the CRSB for a project or initiatives is intended solely for the purpose of supporting the efforts of the proposed project and their contributions to the industry; and that a letter of support is in no way whatsoever constitutes an agreement by the CRSB to fund or partner on said project or initiative. The letter of support is only for the project and or initiative that is outlined in the proposal, and that any other such use of the written letter is unauthorized and invalid. A letter of support does not imply that the CRSB certifies said proposal or organization as sustainable and that use other of the letter other than what it explicitly states renders the letter void, and that an organizations membership could be retracted if they are found in misuse of a letter of support.

Letters of support will be directed to the appropriate CRSB committee or Council based on the above criteria identified in the request. Staff will respond based on this policy. CRSB reserves the right to approve or exclude at its discretion. Applicants should not expect to present their requests directly to committee; any questions or clarification requested will be communicated through the staff.

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End of Policy