



**IDRC's Graduate Research Awards on Climate Change and Water**

**TEMPLATE FOR THE SUPPORT LETTER FROM THE RESEARCH SUPERVISOR**

The applicant is required to provide a support letter from his/her research supervisor (PhD or Master's) on an official university letterhead. The letter must be signed by the research supervisor.

The letter should contain the following information:

- name of the research supervisor (PhD or Master's)
- university/department
- position
- phone and fax numbers
- e-mail

The letter should confirm the following information:

1. The approval of the applicant's research proposal (not just the research topic) by the research supervisor (PhD or Master's).
2. The list of courses completed and to be completed by the applicant in the Master's or PhD program.
3. Confirmation that all the required course work for the applicant's program of study will be completed before receiving the award. IDRC will grant an exception if the university requires one or two more courses to be done after the field research.
4. The applicant's ability and aptitude to carry out the proposed field research successfully.

**Note :** When a PhD candidate is recommended for an award, his/her research supervisor will have to provide the confirmation that he/she has successfully passed comprehensive written and oral examinations for the academic program in which he/she is enrolled before receiving the award.

The letter may be given to the student in a sealed envelope for inclusion with the application package. It may also be scanned (in PDF format), or mailed to:

Nicole Mayer  
Program Assistant  
Climate Change and Water Program  
1-613-696-2309

**By e-mail**  
[nmayer@idrc.ca](mailto:nmayer@idrc.ca)

Email subject: Application to the Adaptation H<sub>2</sub>O Awards

**By regular mail, priority mail, or Xpresspost**  
Climate Change and Water Program (CCW)

International Development Research Centre (IDRC)  
P.O. Box 8500  
Ottawa, Ontario K1G 3H9 – Canada

**By courier services**

Climate Change and Water Program (CCW)  
International Development Research Centre (IDRC)  
150 Kent Street, Mailroom Suite 990  
Ottawa, Ontario K1P 0B2 – Canada

**DEADLINE**

The letter **MUST BE RECEIVED** by email or mail prior to **Thursday, September 1, 2011**. Electronic documents must be sent **by midnight** (Ottawa time). Documents sent by mail or courier must be received by IDRC at the **latest by 4:00pm** (Ottawa time).

**IF ANY OF THIS INFORMATION IS MISSING IN THE LETTER, THE DOCUMENT WILL BE CONSIDERED AS INCOMPLETE. PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**