

## GÉANT Association Letter of Support Procedure

**GSec(15)021**

The GÉANT Association is the leading collaboration on network and related infrastructure and services for the benefit of research and education, contributing to Europe's economic growth and competitiveness. The organisation develops, delivers and promotes advanced network and associated e-infrastructure services, and supports innovation and knowledge-sharing amongst its members, partners and the wider research and education networking community.

It is owned by its core membership of European national research and education network (NREN) organisations and NORDUnet, which participates on behalf of five Nordic NRENs. Associates include commercial organisations and multi-national research infrastructures and projects.

The GÉANT Association was formed on 7 October 2014, when TERENA and DANTE joined forces. The GÉANT Project is a major area of the association's work and the association is proud to have adopted the GÉANT name.

### Scope

Support to projects must be given through a transparent process (defined within this document), and to projects willing to actively collaborate with GÉANT Association and support the GÉANT Association mission.

### Procedure

This process may take up to one month to complete, so please ensure that you allow sufficient time between the proposal submission date and your initial request to the GÉANT Association. All communication should be through [bert.vanpinxteren@geant.org](mailto:bert.vanpinxteren@geant.org) with an email subject of "Request Letter of Support for [your\_project]".

#### 1. Request

The request must contain the following information:

- Deadline for the letter.
- Format of the letter.
- To which projects/initiatives the letter should be addressed.
- To which programme and call the proposal will be submitted or the area the projects initiative is related.

A short document with the following information must be sent with the request:

- Project/initiative name.
- Project/initiative contact details (name, email, institution).
- Project/initiative abstract and goals (max 1 page).
- Project/initiative partners (including who – if anyone – has been contacted within the local NREN and the relationship of the project partners with their respective NRENs).
- Estimated Project/initiative start date and duration, and source of funding.
- Relevance to the GÉANT Association projects in terms of contributing to, or use of, the infrastructures of the GÉANT community.
- How do you foresee collaboration with GÉANT association if your project is funded or initiates, for instance:
  - Signing a Memorandum of Understanding;
  - A joint work programme (specify objectives and Project/initiative involved);
  - Joint events;
  - Service Level Agreement/Key Performance Indicators/Description relating to outputs from your project;
  - Expected result on common objectives.

## 2. Approval

Letters of support are reviewed and approved by the GÉANT Executive before being sent for information to the GÉANT Board. The decision will take into account the scientific excellence, contribution to European and global e-Infrastructure, perceived additional value to the GÉANT community, and complementarity with GÉANT Association action plans of the proposed project. For projects based in Europe, connectivity may be provided through the GÉANT Network to the global research network system by means of direct connectivity of the partner institutions of the supported project to their respective National Research and Education Network.

## 3. Response

The letter of support, or the reasons why a letter of support will not be given by the GÉANT Association, will be provided to the requestor. To recognise the urgency that is often required, this will be carried as soon as reasonably practicable but should be at least within a 3 week lead time.

## Internal Process

This section describes the internal process for handling a letter of support.

1. The email sent to the LoS-proposal alias will be actioned by the GÉANT Association CAO.
2. The provided material will be reviewed against these guidelines and additional information sought from the submitters as needed. The requestor will be notified when the documentation for the letter of support is complete.
3. A letter of support will be drafted by the GEANT Association CAO for approval by the GÉANT Executive. The draft will also be circulated to the GÉANT Association Board for information.

4. Once the GÉANT Executive has approved the letter of support, the GEANT Association CEO will sign it and it will be recorded on a repository of active LoS accessible to GA members