

**Instruction**

Copy the text below on the institutional letterhead of the research institute. Include the option that applies to you and remove the options which do not apply. Complete the fields marked with [brackets] and remove the grey text boxes. Have the letter signed by an authorised representative of the institute.

Dear reader,

In the round [name of the funding round] main applicant [applicant's name: title, initials name] will submit a proposal with the title "[application title]".

**Option 1**

In case the current tenure track appointment of the applicant does not cover the full runtime of the project: include section below in the letter. Please note that the earliest realistic starting date of the project is six months after the grant award decision is signed.

In accordance with the ten golden rules of tenure-track, if functioning properly, the above-mentioned main applicant will be appointed with a permanent contract after the tenure-track period with effect from [day, month, year]. If the current appointment of the above-mentioned main applicant is terminated earlier than the appointment period of the to be appointed scientific personnel (postdoc) to the project, [the university/institute] guarantees the adequate supervision of the requested scientific personnel for the entire duration of the abovementioned project. The supervision will then be taken over by [title, name] of [name department/faculty, university].

**Option 2**

In case the main applicant is a lecturer from higher education or senior researcher employed by a university of applied science or TO2 institution, with a temporary appointment that does not cover the entire duration of the project, include the following paragraph in the letter. Please note that the earliest realistic starting date of the project is six months after the grant award decision is signed.

If the appointment of the above mentioned main applicant [ends/is terminated] earlier than the appointment period of the scientific personnel (postdoc) to be appointed to the project, [the university of applied science/TO2 institution] guarantees the adequate supervision of the requested scientific personnel for the entire duration of the above mentioned project. The supervision will then be taken over by [title, name] of [name department, university of applied science/TO2 institution].

**Option 3**

In case the current permanent appointment ends as a consequence of retirement before the intended completion date of the project for which the grant is requested, include the section below in the letter. Please note that the earliest realistic starting date of the project is six months after the grant award decision is signed.

The appointment of the above-mentioned main applicant will end before the appointment period of the to be appointed scientific personnel (postdoc) of the project due to reaching the retirement age as of [insert date]. The [university/institution/university of applied science/TO2 institution] guarantees adequate supervision will then be taken over by [title, name] of [name department/faculty, university/university of applied science/TO2]. [The university/institute] thus guarantees adequate guidance of the requested scientific personnel for the entire duration of the above mentioned project.

[Signature]

[Name head of departement/faculty/institution]

[Place and date of signature]