SwissCollNet - Call for proposals 2022

**Commitment letter template**

**GENERAL INSTRUCTIONS**

An institutional commitment letter is needed to apply for funds to SwissCollNet.

A commitment letter is requested for all applicants (main and co-applicant(s)).

The text below is provided as a template to the institutions. It can be modified and should use the official institutional layout.

Projects should follow recommendations published in the “Handbook on natural history collections management – A collaborative Swiss perspective” (Frick and Greeff, 2021). If needed, the publication can be downloaded at [swisscollnet.scnat.ch/handbook](http://swisscollnet.scnat.ch/handbook) or ordered for free (swisscollnet@scnat.ch) until exhaustion of the internal stock.

**LETTER CONTENT (for main and co-applicants)**

 To whom it may concern

**SwissCollNet second call for project proposals**

This commitment letter is to confirm that [**INSERT** the institution/legal entity that host the applicant], which is the applicant’s legal entity, supports [**INSERT** the applicant’s name as it appears in the proposal] should her/his proposal entitled “[**INSERT** the title of the submitted project]” be funded.

The applicant’s legal entity confirms that:

1. The planned project has its support.
2. It will host and employ the applicant(s) for the duration of the grant.
3. It will contribute to the costs of the project by providing matching funds to the above-mentioned project of an amount of [**INSERT** the amount that will be provided, the sum of matching funds of all applicants should match the total of funds requested for the project] CHF (in cash and/or in kind).
4. It confirms that the data produced will follow the recommendations published in the “Handbook on natural history collections management – A collaborative Swiss perspective” (Frick and Greeff, 2021) and respect the following standards:
	1. FAIR
	2. CARE
	3. Either ABCDEFG or DarwinCore
5. The data produced during the project will be connected with the Swiss Virtual Natural History Collection (SVNHC), once it is operational.

Signature of a legal representative of the applicant’s legal entity (host institution):

Place, date and signature

Stamp of the applicant’s legal entity (host institution)

Printed name and function of the signing person

E-mail address