*[Institutional Letterhead]*

*[Date]*

To The Cancer Institute NSW,

**Re:** Administering InstitutionEndorsement Letter for *[name of Chief Investigator]*’s Translational Program Grant application

**Application ID:** *xxxxxx*

**Application Title:** *xxxxxx*

**Chief Investigator:** *xxxxxx*

On behalf of the *[Administering Institution]*, I *[name of Administering Institute Contact, (AIC)]* endorse the above-mentioned application.

This letter confirms the following regarding this application *(include what is applicable):*

1. The application is endorsed by the Administering Institution;
2. The proposed commencement date of the grant is *xxxx*;
3. The Chief Investigator will remain employed in NSW for the duration of the funding period;
4. The Chief Investigator has met all reporting requirements for current or previously funded grants funded by the Institute;
5. The Chief Investigator has completed any previously awarded Cancer Institute NSW TPG;
6. The Chief Investigator has not submitted any other TPG applications this grant round;
7. <The Chief Investigator is an Australian citizen or permanent resident OR The Chief Investigator will have the requisite work visa in place at the time of accepting the successful grant>;
8. Any other information relevant for the application.

**[Signature of AIC]**