

GCSAA Letter Guidelines

The following guidelines have been developed to help in the preparation of letters from chapters in support of research proposals.

All letters are due to GCSAA by Sept. 26, 2019.

- **A letter must be received for all Chapter Cooperative Research Program proposals and grant proposals for any endowment.**
- The letters must be authorized and signed by a chapter officer for chapter cooperative grants or a university contracting/financial official for endowment related opportunities.
- The Research Committee carefully reviews all letters and the information in the letter plays an important role in making funding decisions.

Chapter Cooperative Grants

- If two or more chapters are cooperating to fund a proposal, each letter submitted in support of the proposal should be unique. It is not helpful to the chapter or the committee to receive duplicate copies of the same letter.
- The Research Committee relies on the integrity of the chapter officer writing the letter to express their honest opinion of the value of the proposed research to superintendents.
- The letter for chapter cooperative grants should indicate the severity of the problem. As an example, the problem is a minor inconvenience some years or the problem is troublesome and needs special attention most years or this is a devastating problem and needs considerable effort to manage every year.
- Describe the benefits superintendents would realize if a solution to the problem is discovered.
- If the chapter is providing funding for the project, state the total funding to be provided and the amount of funding to be provided each year if the project will last more than one year.

Endowment opportunities

- Letters for endowment related grants from universities must indicate the matching funds for the entire research project; one year or two years.
- Letters from chapter leaders supporting the project are encouraged to accompany the application.

Letters can be submitted via email to Mark Johnson, Associate Director, Environmental Programs, mjohnson@gcsaa.org or mailed to:

Mark Johnson
GCSAA
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Lawrence, KS 66049-3859