



**Canadian Mental
Health Association**
Thunder Bay
Mental health for all

**Association canadienne
pour la santé mentale**
Thunder Bay
La santé mentale pour tous

FORM F.6.1
**Application for a Letter of Support for Potential
Research Projects in the Developmental or Grant Writing Plans
(Reference Policy F.6 Research Approval)**

Process for Obtaining a “Letter of Support”:

Research projects that are still in the developmental or grant writing phase that are looking to include involvement with CMHA Thunder Bay may complete the form below and forward it to the Chief Executive Officer (CEO).

To: CEO
c/o Canadian Mental Health Association – Thunder Bay
200 Van Norman Street
Thunder Bay, ON P7A 4B8
Telephone: 807-345-5564
Email: cmhatb@cmha-tb.on.ca

Upon receipt of the completed form, the CEO will review the information. If the potential project is deemed appropriate and matches CMHA Thunder Bay’s Mission and Values, a formal notice and a Letter of Support will be forwarded to the researchers. If the project is found to be unacceptable, a notice of non-acceptance will be forwarded to the researchers.

***Please note:** A Letter of Support does not guarantee Operational Approval. Continued support and involvement with CMHA Thunder Bay are contingent on appropriate research ethics approval, funding and internal approval. As such, once the research project is at the commencement stage, it must go through the appropriate CMHA Thunder Bay processes for Operational Approval.*

Letter of Support Form to be completed and submitted to CEO of CMHA Thunder Bay:

Project Title: _____

Name/Title of Principal Investigator: _____

Principal Agency/Association Name: _____

Contact Address: _____

Telephone Number(s): _____

Email Address: _____

Signature of Principal Investigator: _____ Date: _____



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Please provide a brief description of the proposed project including the main objectives or hypotheses. (if more space is needed, you may attach an additional page).

Please describe your inclusionary and exclusionary criteria for participation in the project.

Please outline how you plan to involve CMHA Thunder Bay in the project. For example: time, staffing, resources, etc. if applicable, please attach a copy of the budget.

Please describe how your project fits with the Mission and Values of CMHA Thunder Bay.

Will you be applying for external funding? YES NO

If so, from what sources?

Please share any additional information that you believe would be pertinent to this application.