



ACCESS TO SCIENCE Department Letter Template

This letter must be prepared on official university or departmental letterhead and must be signed by the Department Head. The completed, signed letter must be uploaded as a separate PDF through the application portal.

The letter must address all three topics below.

1

Justification for the Need for Supplemental Funding

The letter must justify the candidate's need for supplemental financial support across each of the following categories:

- Research Training
- Conference Travel
- Host PhD Student-led Workshop/ Seminar
- Fees/Boarding /Misc. Allowances

2

Fees & Stipend Subsidies Currently Awarded

State the fees and/or stipend subsidies already awarded to the candidate for the duration of the PhD, including the funding source and amount in INR.

3

Supervisor Name & Proposed Research Topic

Name of the PhD Supervisor and a Statement of Work describing the proposed research topic.