**Vice - Chancellor**

**Universidad Militar Nueva Granada**

Bogotá

Bogotá, [Month] [Day], [Year]

**Ref. Intention letter to become a co-investigador from an external entity**

Dear Sir or Madam,

I am writing, in my capacity of [DEAN, DEPARTMENT/SCHOOL DIRECTOR] of the [FACULTY, SCHOOL, DEPARTMENT] at the Faculty/Institute of [INSERT THE NAME OF THE FACULTY or INSTITUTE] at [INSERT THE NAME OF THE UNIVERSITY], with institutional endorsement to sign this document and accept the responsibility for this compromise, to present Professor [INSERT PROFESSOR’S NAME], who will act as an co-investigator at the research proposal “[INSERT THE NAME OF THE PROPOSAL]” to be submitted to the Call “[INSERT THE NAME AND THE YEAR OF THE CALL]” organized by the Research Vice-Presidency of Universidad Militar Nueva Granada.

Professor [INSERT PROFESSOR’S LAST NAME] will be responsible for the following activities involved in the research project:

1. [Insert activity 1]

2. [Insert activity 2]

3. [Insert activity 3]

If the proposal is selected to earn a grant, [INSERT NUMBER OF HOURS] hours a week during the time of execution of the project will be recognized to Professor [INSERT PROFESSOR’S LAST NAME] as part of his/her work week.

If necessary, the intellectual property rights agreements and the special agreements deriving from the intellectual production and participation of the researchers involved in the research proposal, as well as the distribution of the patrimonial rights, will be signed.

The institutional procedure to sign the agreements is [INSERT A BRIEF DESCRIPTION OF THE PROCEDURE]. The general information of the area/employee responsible for signing research agreements with external institutions is as follows:

Name: \_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_

*Optional paragraph*: If besides the weekly commitment other matching contributions are to be certified, the following text should be added:

The use of the infrastructure needed for the project’s development, represented in [INSERT ITEMS SUCH AS EQUIPMENT, DATABASES, USE OF FACILITIES, MATERIALS, SUPPLIES] will be guaranteed as a matching budget in kind worth [INSERT AMOUNT IN WORDS] ([INSERT AMOUNT IN NUMBERS AND CURRENCY SYMBOL]).

**FULL NAME AND SIGNATURE**

**ID NUMBER**

**POSITION/CAPACITY AT THE INSTITUTION (e. g., “Dean, Faculty of XXXX”)**

**NAME OF THE INSTITUTION**

**FULL NAME AND SIGNATURE OF THE CO-INVESTIGATOR**

**ID NUMBER**

**POSITION/CAPACITY AT THE INSTITUTION (e. g., “Assistant Professor, Department of XXX”)**

**NAME OF THE INSTITUTION**

**Notes:**

1. **This is a suggested model.**
2. For the external Colombian institutions, if the signatory is not the President/Rector or legal representative, the administrative act or document of delegation must be provided.
3. The financial commitment made by each institution must be included in the budget table at the research proposal.
4. For the case of Colombian companies belonging to the productive sector, the administrative act of creation or the certification by the local Chamber of Commerce, certifying the foundation or constitution of 5 years or more, or 200 or more employees, or total assets by 30,000 current minimum monthly wage (SMMLV) must be provided.
5. Spaces marked in blue must be filled.
6. Spaces marked in green are optional and may be deleted from the final version of this document.