



MATERIALS RESEARCH SOCIETY

Advancing materials. Improving the quality of life.

3.4.8 Letters of Support

Purpose: This policy clarifies boundary conditions for responding to letters of request from MRS

Applies to: Volunteers, HQ

PURPOSE/SCOPE

MRS periodically receives requests for letters of support from members and other organizations. This policy provides guidance for standard responses to such requests and, where necessary, the required review processes.

PHILOSOPHY

MRS’s overarching philosophy towards letters of support is that

- The activity must benefit MRS membership or help fulfill the MRS Mission
- Endorsement cannot favor one MRS member over another. If more than one member or group of members are in competition, MRS will endorse neither or both.

GUIDANCE

The following provides guidance for responding to typical requests for letters of support. If a request is received that is outside the scenarios envisioned below, the MRS Governance Committee shall be consulted to determine the appropriate response.

<p>Letter of support for an ongoing MRS engagement (e.g., grant to support an ongoing MRS committee, MRS program or service, etc.) or an approved activity (e.g., funding for an event at a MRS meeting approved by Meetings Committee, support for students to participate in an event at a MRS Meeting, etc.)</p>	<ul style="list-style-type: none"> • Issue letter of support
<p>Letter of support for a mission-related organization (e.g., diversity consortia, peer organization seeking endorsement of relevance to the community, etc.)</p>	<ul style="list-style-type: none"> • If organization has an existing relationship with MRS and program is consistent with MRS’s core values, issue the letter of support • If this is a new organization, the relevant MRS Operating Committee Chair should be consulted, if applicable, and GovCom approval is needed prior to issuing a letter of support.

<p>Letter of support for a grant application where it is proposed, if funded, to present/disseminate findings with MRS, use funds to send students to a MRS meeting, etc.</p>	<ul style="list-style-type: none"> • If scope is within MRS Mission, write letter stating that MRS welcomes the opportunity only (not a general letter of support for the research and/or the researcher vis a vis other programs and/or researchers). • If scope is outside the MRS Mission, do not issue a letter of support.
<p>Letter of support for an open call / solicitation in which proposer wants MRS to endorse</p>	<ul style="list-style-type: none"> • Do not write a letter of support
<p>Deliverables: N/A; Review policy every three years or as needed Who: Secretary When: At least 8 weeks before the Board meeting at which amendments should be considered. To: GovCom/Board</p>	
<p>Policy first adopted: April, 2019 Last modified: Last reviewed:</p>	
<p>Enacting Legislation: B:2019:15 (S19 Consent Agenda)</p>	
<p>Policy created by: GovCom</p>	<p>Party responsible for this policy: GovCom</p>