

Template for Letter of Support for Manchester Centre for Doctoral Training in Computer Science

Dear Colleague,

Thank you for agreeing to write a letter of support for our centre. Here is a sample structure for the letter. Please send the letter to lynn@cs.man.ac.uk or by fax to 0161 275 6204 by post to

Lynn Howarth,
Secretary to Norman Paton,
School of Computer Science,
University of Manchester,
Manchester M13 9PL
UK

We need the letters to arrive by August 16 to make the submission deadline.

Please feel free to use any format that you want. Below we provide a sample structure in the hope it will be helpful.

1 Introduction

Address the letter to Professor Norman Paton, Head of School of Computer Science, University of Manchester. Start by saying that you are writing to support the proposed centre and possibly summarize why you support it.

Sample

Dear Professor Paton,

Thank you for your request to support the proposal to set up Manchester Centre for Doctoral Training in Computer Science, being led by Professor Steve Furber, Dr. Jonathan Shapiro colleagues. This centre will continue the excellent computer science research which we have come to expect from Manchester, whilst producing researchers who are better equipped to make immediate impact on emerging problems. I wholeheartedly support this.

2 Who you are

You could introduce your organisation. Also, if you already have contacts with us, you could mention this.

Sample

I represent the research arm of Fantastic Products. one of the world's largest producer of products, and one of the UK's largest companies.

As you know, we already have a successful collaboration with Professor Manchester. We support this proposal in the hope that it will enhance this valuable relationship.

3 Alignment with the research goals

Technical training and research of the PhD students will be in two broad areas in which Manchester has a large and world-leading research base:

Dealing with large and complex data - how to deal with the increasing explosion of data and build models of complex systems. How to use these to extract knowledge, fuse with existing knowledge, and make predictions.

Engineering for new technologies - how to optimize the use of multicore processors, new architectures and inter-connected embedded devices, demonstrate new uses for personalized devices, and design and analyse new algorithms for smart-grids and smart devices.

If relevant, say how these topics relate to your needs.

Sample

We particularly see the need for new research in methods to extract features from large and complex databases. Our research group has a large fault database from which we need to predict faults in time to take remedial actions. This data contains a large number of measurements over long periods of time, but there are few examples of faults. Manchester has already produced important work on this problem, and we will feel that this proposal will provide excellent opportunities for research training which will be very helpful to our activities.

4 Alignment with training goals

Our goal is to provide not only deep expertise, but also the ability and confidence to translate the skills to new problems. Technical training will be underpinned by training in research methods. First, students will get training in how to innovate. Second, students will get training in methods of sound evaluation, including experimental design and data analysis. Finally, all students will have experience working with people who need to solve problems using computation, in several ways, including “study groups” in which groups of students work together to address a problem from industry, health or some other user-based problem, internships and secondments at other research laboratories in the UK and wider Europe.

Support of these goals and this approach would be appreciated. If you are willing to express an interest in participating in these activities, by providing a problem for a study group, or possible visit, or internship, or other engagement, that would also be extremely helpful.

pagebreak

Sample

We need graduates who are highly skilled, but are not limited by the specific technical methods they learned during their PhD research. We need post-doctorate researchers who are also prepared to tackle new problems and to innovate. Therefore, I am particularly interested in the fact that you will give training in innovation and back this up with experiences interacting with users with real problems. We will be interested in exploring opportunities for our organisation to engage in this.

5 Closing

The usual.

Sample

I strongly support your centre, and I wish you success in your proposal to EPSRC. I look forward to collaborating in the future.

Yours sincerely,

Thank you again for your help.