***LADY TATA MEMORIAL TRUST***

# *SPECIMEN LETTER*

 **Date :**

Program Advisor

Lady Tata Memorial Trust

Bombay House

24, Homi Mody Street

Mumbai 400 001.

Dear Sir,

 I am submitting my application for a **Junior Scholarship** for the year 2019-2020. I submit the application after reading very carefully the instructions given in the Information Sheet. Particulars given in my application are in conformity with the Trust requirements. The topic of my research work has a direct / indirect bearing on the alleviation of human suffering from disease, as required.

1. With the online application (inclusive of the detailed Research Project Proposal – *not exceeding 10 pages*), I upload scans of the following :
2. Proof of age
3. Certificate of Physical Fitness from a Medical Practitioner.
4. Letter jointly signed by the Registrar of University / Director & Head of the Institute.
5. A joint letter from the three Members of the Doctoral Committeeagreeing to assess and submit the annual research progress reports of the work done by the Scholar as sought by the Trust
6. Consent letter from the Guide**.**
7. Letter of Competence from the Head of the Department or Research Guide.
8. One-page Summary Information sheet
9. Letter from Institute with scan of latest rent receipt for HRA claim (where applicable).
10. Money Order Receipt of Rs.100/- in favour of the ***Lady Tata Memorial Trust*** beingnon-refundable processing fee for application.
11. Dr. / Prof. *(give name and designation*) is my Guide and I am attaching a letter from him giving his consent to provide necessary guidance and to supervise my research work.
12. My Guide has given his comments on my past research experience and on my competence to carry out the proposed research work in a separate scanned letter to the Trust.
13. Particulars of my previous research work and proposed research work have been given in my application as mentioned in the Information Sheet. Copies of reprints or published papers / articles have been scanned. References quoted are in the manner as stated in the Information Sheet and the relevant text concerning these references have been read and studied by me*.*
14. I undertake to devote my whole time to the research work and not to accept any other scholarships / awards or post / occupation of any description during the tenure of my scholarship. I also undertake not to abandon my research work under the Trust scholarship in the middle of the academic year.
15. I understand that failure on my part to honour the above commitment/s will entail refund to the Lady Tata Memorial Trust of the total scholarship amounts, inclusive of the contingent / HRA amounts paid to me.
16. I also understand that the JR scholarship is awarded initially for a period of two year and, based on the second year research progress report by the 3-Member Doctoral Committee, renewal for a further period as a SR scholarship will be offered based on a 2-year research presentation before the Indian Scientific Advisory Committee, and if found to be satisfactory by the Trust, the SR scholarship will be awarded.

 Yours faithfully,

 *Signature of Applicant*

(NAME OF APPLICANT)

Following scanned copies uploaded -

1. Proof of age
2. Certificate of physical fitness.
3. Letter jointly signed by the Director / Head of the University / Institute.
4. A joint letter from the three Members of the Doctoral Committeeagreeing to assess and submit the annual research progress reports of the work done by the Scholar as sought by the Trust
5. Consent letter from the Guide.
6. Letter from Guide testifying the applicant’s competence to carry out the proposed research work.
7. Letter from University / Institute with the latest rent receipt for HRA claim.
8. Money Order receipt of Rs.100/- favouring ***Lady Tata Memorial Trust*** being non-refundable Processing Fee for the application.