

Guidelines for Associate Membership Application Sponsoring Letters

As part of the associate membership process, each candidate institution must provide **Letters of Support** from **3 (three) active members of the Pasteur Network** originating from at least **two different regions** of the Network. These letters help the Executive Board assess the strength, relevance, and potential of the collaboration.

1. Purpose of the letter

Each sponsoring institution should submit a formal **Letter of Support** that:

- Clearly endorses the candidacy of the institution as an **Associate Member of the Pasteur Network**.
- Explains why the candidate's integration would be beneficial for the Network as a whole (scientifically, strategically, and geographically).

2. Recommended content (1–3 pages)

Each letter should include the following elements:

(i) Formal endorsement and relationship

- A clear statement of **strong support** for the candidate's application.
- A brief description of the relationship between the sponsoring institution and the candidate (historical links, long-standing collaboration, or emerging partnership).

(ii) Existing collaborations and concrete examples

- Description of ongoing or recent institutional-level collaborations (research projects, consortia, platforms, training or capacity-building activities, mobility schemes).
- 2–5 concrete examples, such as:
 - joint or co-led research projects and grants
 - shared infrastructures or platforms
 - co-publications
 - co-supervised students or postdocs
 - joint events (workshops, symposia, scientific days).

(iii) Strategic added value for the Pasteur Network

- How the candidate's activities and expertise align with [Pasteur Network priorities](#).
- How their admission would strengthen the Network (thematic expertise, access to specific platforms or ecosystems, contribution to consortia, geographical reach, link between regions, financial, etc.).

(iv) Future vision and planned developments

- A short outlook (3–5 years) describing how the sponsoring institution and the candidate plan to deepen or scale up collaboration.
- Examples may include: joint funding applications, new or expanded research axes, structured training and mobility programmes, joint scientific meetings, or shared infrastructures.

(v) Commitment to Pasteur Network values

- A brief paragraph underlining shared values: scientific excellence, international collaboration, equity and capacity building, contribution to global and public health.

3. Formal and administrative requirements

Letters should:

- Be written on **official institutional letterhead**.
- Be **dated and signed** by the Director/Head of the institution or an equivalent authorized representative.
- Be included in the Associate Membership Application.
- Indicate clearly that the institution issuing the letter is an **active member** of the Pasteur Network and specify its **country**.
- Ideally not exceed **2–3 pages** to ensure clarity and comparability across applications.