Hello Dr. [Author’s Name],

I am writing on behalf of the University of British Columbia (UBC) Library and the UBC Learning Exchange regarding a new initiative to make research more accessible to the public. Through this initiative, ‘Making Research Accessible in the Downtown Eastside (DTES)’, we aim to provide Vancouver’s DTES residents and organizations easy access to information written about them and their community.

We ask if you would be willing to give us a [pre-print/post-print/publisher version] copy of your article [article title] and permission to upload it to cIRcle, UBC’s open access digital repository <http://circle.ubc.ca>. By adding your article to cIRcle community-based organizations can use your peer-reviewed research to improve their services and apply for further grants. cIRcle also offers persistent links to your articles so your work can be discovered and shared by more researchers interested in the DTES. Added benefits of archiving your research in cIRcle include fulfilling the open access requirements of the Tri-Agency Open Access Policy on Publications, and access to view and download statistics for your item.

To authorize us to upload your pre-print article to cIRcle, please complete and sign the attached permission form. Email the signed and scanned version of this form to [circle.operations@ubc.ca](mailto:circle.operations@ubc.ca).

If you have any questions, please do not hesitate to contact me. We hope that you will help us share your valuable research through the Making Research Accessible in the Downtown Eastside project.

Sincerely,

[Staff signature with contact information]

[UBC signature generator tool]

On behalf of: --Dr Angela Towle, Associate Professor, Faculty of Medicine & Academic Director, UBC Learning Exchange; Allan Cho, Community Engagement Librarian, UBC Library and Aleha McCauley, Community Engagement Librarian, UBC Library; Tara Stephens-Kyte, cIRcle Digital Repository Librarian, UBC Library.