



**Letters of Support from Department Chair should include the following:**

- Be addressed to “Whom it may concern,” “Advance-CTR,” “Review Committee,” or similar.
- PI related items
  - Include, at a minimum, the PI’s name and title.
  - Additional comments on the PI are encouraged but not required. This includes
    - Background.
    - Statement(s) on the qualifications/likelihood of success of the PI for this award.
- Departmental related items
  - Availability of institutional resources.
  - Assurance of protected time for the principal investigator.
  - Statement of institutional commitment to the development of the Principal Investigator’s career.
- If there is to be a cost-share, the exact amount needs to be listed.

**Letters of Support from Mentors should include the following:**

- Mentor’s Role
  - Acknowledgement of the roles and responsibilities of mentors as listed in the RFA
- PI
  - Statement(s) on the qualifications/likelihood of success of the PI for this award
- Mentorship Plan
  - Within each mentor(s)’ letter of support should be a mentorship agreement that addresses:
    - Goals: What you hope to achieve as a result of the mentoring relationship (e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities, obtain knowledge of organizational culture, networking, etc.).
    - Steps to achieving goals (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.).
    - Meeting frequency (e.g., frequency, duration, location of meetings, etc.).
    - Plan for evaluating relationship’s effectiveness

**Letters of Support from Research Administration should include the following:**

- Letter of intent from the PI’s office of research administration to establish a subaward
  - Varies by institution. Please reach out to your research administrator who can help you obtain the standard form for your institution/department.
- These documents should be signed and be on appropriate letterhead.