

Institutional Letters of Support

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Requested Information from PI:

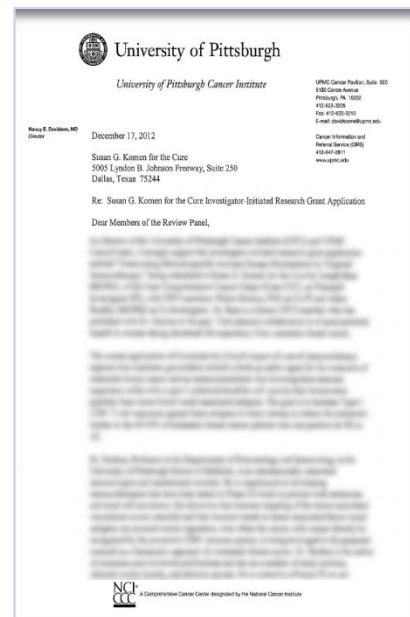
- Due date for application at granting organization
- Internal due date
- Instructions regarding formatting and submission of letter
- Any unique or unusual review criteria for the award mechanism
- URL pointing to guidelines (or PDF of guidelines) for application preparation/award mechanism
- Biosketch or CV of PI
- Biosketch or CV of Mentor, for post-docs and fellows
- LOI (if still applies), abstract, or aims
- Title of application



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Draft Content for Established Investigators

- A sentence on impact of research
- A paragraph describing the research project
 - Objectives
 - Why novel
 - Why likely to succeed
 - How key/special review criteria are being met
- A paragraph describing the PI
 - Academic appointments
 - Board certifications
 - Areas of expertise
 - Whether of national or international renown
 - Publication record
 - Awards/honors
- A paragraph describing important collaborators/Co-Investigators, available laboratory and office facilities, and special equipment/shared resources to be used



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Draft Content for Post-docs and Fellows

- A sentence on impact of research
- A paragraph describing the research project
 - Objectives
 - Why novel
 - Why likely to succeed
 - How key/special review criteria are being met
- A paragraph describing the PI
 - Degrees earned and advisors/mentors from previous institutions
 - Publications and presentations
 - Focus and special aspects of current training program
 - Career objective
- A paragraph describing the Mentor
 - Same items as on last side for established investigators
- A paragraph describing other important collaborators/Co-Investigators, available laboratory and office facilities, and special equipment/shared resources to be used

