**Checklist for letters of institutional support**

|  |  |  |
| --- | --- | --- |
| **Introductory paragraph(s)** | | |
| **Item** | **Present? (Y or N)** | **Comments** |
| Contains name of applicant? |  |  |
| Identifies grant proposal and Institute (e.g., K 23 from NICHD)? |  |  |
| States applicant’s status at VU? |  |  |
| Provides brief history of applicant and applicant bona fides? |  |  |
| Describes letter as being statement of institutional support? |  |  |
|  |  |  |
|  |  |  |
| **Body of letter** | | |
| Clear that institutional commitment to candidate not contingent on receipt of award? |  |  |
| Provides assurances candidate will be able to dedicate appropriate amount of time (usually 75%, but check with your Institute’s PA) to research program? |  |  |
| Remaining time dedicated to efforts that will enhance career development? |  |  |
| Provides assurances that research facilities, resources, and training opportunities will be available for candidate’s planned career development and research program (be specific)? |  |  |
| Provides assurances that appropriate time and support for proposed mentors will be available? |  |  |
| If using resources within a CTSA, letter of agreement from CTSA PI/PD included? |  |  |
| Specific reference to activities that will not be expected of the candidate during the award period? |  |  |
| )K99) If candidate is not a US citizen or permanent resident, information about visa status included? |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Concluding remarks** | | |
| Succinctly summarizes what was said? (EXAMPLES) |  |  |
| Provides clear statement of strong support? (EXAMPLES) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |