**Checklist for mentor letters**

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| **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 role letter writer will play on mentor team (brief—to be expanded later)? |  |  |
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| **Review applicant’s “path to present” (can be brief, but needs to show letter writer knows applicant)** |
| Describes how letter writer knows applicant?  |
| States when applicant came to Vanderbilt? |  |  |
| Describes what applicant has been involved with since arrival? |  |  |
| Describes contributions to date? |  |  |
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| **Qualifications of person to be a mentor** |
| Has current research activities of mentor (list of relevant current grants, etc.)? |  |  |
| Contains list/description of previous persons mentored (may be a table)? |  |  |
| Shows total number of persons mentored over how long? |  |  |
| Evidence mentor has sufficient independent research support to cover costs of proposed research project in excess of allowable costs of award?  |  |  |
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| **Nature of mentoring and supervision** |
| Primary mentor and area(s) of expertise clearly identified?  |  |  |
| Roles and expertise of co-mentors, consultants, and/or collaborators clearly identified? |  |  |
| Describes how candidate’s scientific and professional independence will be promoted? |  |  |
| Describes plans for career progression?  |  |  |
| Includes elements of proposed research training as appropriate?  |  |  |
| Describes clearly and specifically what mentor will provide (see examples page)?  |  |  |
| Describes how mentoring will be coordinated (includes regular meetings, frequency, general topics of discussion)?  |  |  |
| Mentor(s) agree to provide annual evaluations of candidate’s progress?  |  |  |
| (K99) Plan for transitioning from mentored phase to independent phase clearly defined? |  |  |
| (K99) Mentor agrees to review and comment on R00 phase application?  |  |  |
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| **Concluding remarks** |
| Succinctly summarizes what was said? (XX is a committed, well-qualified candidate for this award; XX has demonstrated excellent productivity during his/her post-doctoral work; this proposal provides a strong foundation for developing XX as a clinical investigator)  |  |  |
| Provides clear statement of strong support? (I offer my complete support and commitment to X’s application as her mentor; I feel confident X will achieve his/her research and career development goals during the time of this award) |  |  |
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