**Examples of phrases from letters of institutional support**

General phrases of commitment and assurance

Department X at Vanderbilt has been and continues to be firmly committed to Dr. X’s academic development….

This commitment is exemplified by 80% secured time for research for the duration of the award….

Dr. X’s research effort is supported by WHAT….

Dr. X has adequate administrative and resource support including WHAT (office, administrative assistant, computers, lab space, etc.)….

The remaining 20% of Dr. X’s time will be committed to WHAT…. (For MD, clearly define clinic responsibilities; for PhD, teaching responsibilities, committee assignments, etc.)

Dr. X will have no required administrative responsibilities such as WHAT for the course of this award….

Dr. X will not have any teaching or administrative assignments throughout the course of this career development award….

Dr. X has published Y articles over the past # of years in journals such as….

We expect Dr. X to secure independent funding for ongoing and future research projects and staff

Upon completion of this career development award we expect Dr. X to assume a leadership role in WHAT….

I can guarantee that X% of Dr. Y’s time during the mentored phase of the K99 (or during the award period) will be protected for research and career development

I will work with Dr. X’s primary mentor, Dr. Y, to ensure that her time is available for their weekly meetings….

I will ensure that space is available for WHATEVER—lab, housing lab animals, equipment, interviewing subjects, etc.

Dr. X has been very productive during her post-doctoral period; this K99 is an ideal opportunity for her to expand her research toolbox….

Whether awarded or not, we are committed to Dr. X and will do everything possible to keep him at VU until he secures a tenure-track position in this department….

I plan to ensure Dr. X’s retention at VU by offering her a competitive start-up package for an Assistant Professor by WHEN. The offer will include WHAT—e.g. support for research personnel and supplies until she can secure stable funding (up to 3 years)

I will ensure that Dr. X is advised about potential research funding opportunities, for example……

Dr. X will be provided lab space and assured of secretarial and computer support….

Dr. X will be an integral part of our faculty in the XX Department; as he progresses toward independence, it is anticipated that he will be promoted to the rank of Assistant Professor….

Closing phrases

I am confident that Dr. X will successfully achieve her career and research goals….

I urge you to support this outstanding candidate….

I highly recommend Dr. X for this \_\_\_\_career development award

I look forward to the great work that will result from Dr. X’s work during this award period….

I expect Dr. X will advance toward an outstanding independent research career in WHAT….

It is an honor to participate in the growth and development of Dr. X….

Given her established record of WHATEVER to date, Dr. X is already on a trajectory toward independence and academic success in the field of YY….

I recommend Dr. X with my highest enthusiasm….