

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)		