F32

BOOT CAMP

From start to submission (grants due Aug 8, 2019)

Letters of Reference

06June2019

Letters of Reference

- *neither the sponsor nor any co-sponsor of this application may serve as a reference for the application. The sponsor/co-sponsor's recommendation is included as part of the application.*

- At least 3 (and no more than 5) references are required

- Applications lacking the required reference letters will not be reviewed.

- Reference letters are submitted directly by referees through eRA commons

- Include list of referees in the cover letter

https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/fellowship-forms-d.pdf

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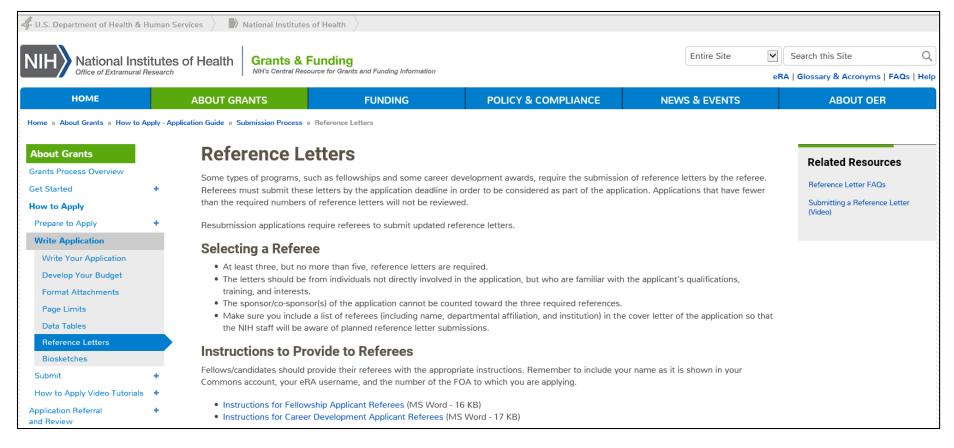
3

Letters of Reference

Review Workshop slides (on Box) for who you should ask. They need to comment on:

- Research ability and potential to become an independent researcher
- Adequacy of scientific and technical background
- Written and verbal communication abilities including ability to organize scientific data
- Quality of research endeavors or publications to date, if applicable
- Perseverance in pursuing goals
- Evidence of originality
- Need for further research experience and training
- Familiarity with research literature

Letters of Reference – Instructions available online

Download the instructions page

Complete your information

Send to Referee

https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm

- Be professional – send:
  - Downloaded Instructions with your info
  - Your cv or biosketch
  - Specific aims of your proposal
  - Latest published paper or draft of 'in preparation' paper so that letter writer can refer to your publication
  - If writer is a co-author be sure to remind writer to refer to the manuscript (especially if in preparation)
- 2-3 weeks before due date, start checking in eRA commons
  - You can see what has been submitted, but not the actual letter
  - Start sending gentle reminders of the due date