

Guidelines for Letters of Support

To ensure that our program meets the highest standards in selecting **postdoctoral fellowship** awardees and to enhance the review process, we encourage potential mentors to use the following guidelines when writing a Letter of Support for your fellowship applicant.

Your letter should address **the applicant**, **the potential project**, and **your role as mentor**. Following these guidelines will increase the likelihood that the applicant's application is successful.

Format

The letter must meet these requirements:

- 1) On institutional letterhead,
- 2) Recently dated (not older than 5 months or 150 calendar days)
- 3) Signed by the mentor (manually or electronically)
- 4) Addressed to the CPRTP Director, Dr. Shine Chang

The Applicant

Address these criteria with respect to the applicant:

- In what capacity you know the applicant
- Potential for conducting research
- Evidence of originality
- Adequacy of scientific background
- Quality of research or publications to date
- Commitment to cancer prevention research
- Need for further research experience and training
- State how you would rank the applicant's overall ability and potential. Top 10%? Top 25%?

The Potential Project

Include a paragraph describing how the applicant's proposed general line of research relates to the CPRTP objectives for their mechanism.

Your Role as Mentor

- Describe the degree of mentoring capacity you currently have
- How many trainees at each level (predoctoral, postdoctoral, other) do you advise?
- How often will you meet with the applicant?
- Describe the data and resources your lab has available to support the applicant's proposed line of research.
- Describe your plans for working with other mentors. How does your expertise compliment theirs?
- Discuss your capacity to provide required 2nd year stipend funds and other research, travel, and supply costs appropriate to the particular mechanism applied for: CPRIT, MD Anderson, Halliburton, or Gordon.

In a separate paragraph, please outline:

- Your previous mentoring experience
- List any dissertations you have chaired
- Mention number of postdoctoral trainees you have advised, what their important projects are and where they are today.