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 supplementary 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.