

Letters of Recommendation

Letters of Recommendations submitted on your behalf must be completed through the online application. The Applicant must send an email request via the online application form and the Recommender must use the website link provided in the email to upload the letter of recommendation. It is advisable that you contact your Recommenders early on in the application process and allow them sufficient time to prepare your letter. The Mentor's Letter of Support must be included in your uploaded PDF, not through this online request.

Instructions for Applicants for sending an email request to your Recommender

Within the online application form, on the "Recommenders" page:

- Input the two Recommender's names and emails
- Check the "Send Email" box for either one or both recommenders
- Click on the "Edit & Send" button. This will bring you to the "Notify Selected Recommenders" page so you can customize the subject and email message.

Within the online application form, on the "Notify Selected Recommenders" page:

- Draft your email
- Click on the "Edit & Send" button. This will send the email to your selected recommender(s). Included in the sent email is an automatically generated website link that will allow him/her to upload the confidential letter of recommendation.

Instructions for Recommenders

- The recommender should draft the letter of recommendation with the following guidelines:
Recommenders should describe their association with the applicant and comment on the following: the Applicant's scientific background; research ability and potential; self-reliance and independence; and critical thinking skills.
- The letter must be in a PDF format and official letterhead is preferred.
- The recommender must use the link provided in the email request and log-in with the email address that the Fellow provided. Instructions for uploading will be on the website.

IMPORTANT: It is the applicant's responsibility to monitor the status of the online recommendations prior to the application deadline. Applicants will not be able to complete the application process if the letters are not submitted. Late submissions will be rejected.

Additional Considerations:

- Notify your recommenders to expect the email request from you. If the recommender does not receive the email(s) a spam filter may be blocking them.
- When the recommender submits the letter of recommendation, it will become a part of your application. You can view the status of your online recommendations each time you log into your My Accounts page (https://www.grantrequest.com/SID_738/?SA=AM).
- If the Recommender is unable to find the email with the link, use the My Account page to remove that request and restart the process.
- Paper copies of the letters of recommendation will not be accepted.
- For Ph.D. applicants, a thesis advisor letter of recommendation is required. If the thesis advisor is unable to furnish a letter, the Applicant must include a brief explanation in the application.
- For M.D. applicants, instead of a thesis advisor letter, please ask for a letter of recommendation from your Residency Director or someone equivalent who can comment on your training and how they perceived your future potential.