Requesting a Letter of Support

1. Requests
   a. Requests are made by email to School of Medicine Office of Research (SOMOR) (somor@ucdavis.edu) and cc Assistant Dean of Research, Anuurad Erdem bileg (anuerdem@ucdavis.edu)
   b. Subject: Letter of Support
   c. Please include the following information:
      i. The purpose of the letter
      ii. To whom and from whom the letter should be addressed
      iii. Grant title, if applicable
      iv. Funding opportunity announcement, if applicable

2. Timeline
   a. The requester will be contacted by email to confirm receipt of request within 1-2 business days
   b. Letters not requesting financial support will be processed in 7-10 business days
   c. Letters requesting financial support will be processed in 3-4 weeks

3. Draft
   a. Provide a draft of the letter of support by email when you have been contacted to confirm receipt of the request

4. Review process
   a. The SOMOR Communications Specialist will edit the draft letter of support
   b. The letter will be routed to the Assistant Dean for Research for approval
   c. The letter will be routed for signature