

## Requesting a Letter of Support

1. Requests
  - a. Requests are made by email to School of Medicine Office of Research (SOMOR) ([somor@ucdavis.edu](mailto:somor@ucdavis.edu)) and cc Assistant Dean of Research, Anuurad Erdembileg ([anuerdem@ucdavis.edu](mailto: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