

SOP, Outline and Template for SOMOR Letter of Support

SOP

- I. Letter of Support (LOS) writer uses the outline or template below to draft a Letter of Support on behalf of a Dean, Department Chair, etc., customizing as needed to meet the application criteria.
- II. LOS writer emails the draft of the letter, along with a copy of or link to the application criteria, if applicable, to SOMOR (somor@ucdavis.edu), c/o Anuurad Erdembileg (anuerdem@ucdavis.edu), with the subject line "Letter of Support, deadline [mm/dd/yyyy]"
- III. Draft is reviewed and edited by SOMOR and returned to LOS writer prior to submission deadline.

Outline

- I. *Introduction*
 - a. Credentials of letter writer [i.e., "As Dean of the University of California, Davis School of Medicine, I am very pleased to provide this letter of support ..."]
 - b. Full name of applicant and title of application, including grant mechanism of funding agency and FOA or PAR number as appropriate
 - c. For **Institutional Letter of Support** add Institutional commitment to research: "The University of California, Davis' mission as a Public and Land-Grant institution is to benefit society through the application of research performed at the university."
 - d. Briefly, alignment of applicant's research with the goals of the university, department or center and/or grantee [e.g., "Dr. Smith's proposed research advances the goals of both the UC Davis Alzheimer's Disease Research Center and the DOD's mission to improve outcomes for ..."]
- II. *Detail of Proposal*
 - a. 3-4 sentence paragraph on details of the research proposal, which may include:
 - i. Applicant's background/expertise in area
 - ii. Preliminary results of current research
 - iii. Anticipated outcomes
 - iv. Related publications, honors, awards
- III. *Detailed Endorsement of Applicant*
 - a. Characteristics of applicant as a researcher, focused on application requirements, if applicable: i.e., leadership, collaboration, commitment to education, history of diversity and inclusion in research, etc.
 - b. Endorsements, if applicable, of others, such as subject-matter experts, mentors, department chairs.
- IV. *Detail of Institutional Support*
 - a. Resources available to the applicant [e.g., "UC Davis is fully committed to providing Dr. Nguyen with the institutional support needed to complete this project. All research facilities,

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- resources and collaborators necessary for the accomplishment of the goals described in this application are available to him.”
- i. Use specifics if available and relevant to application [i.e., “The UC Davis Alzheimer’s Research Center is committed to providing space and staff support for Dr. Nguyen.”]
 - b. If applicable: time allotted to the applicant by the department/school/center for work on proposed project.
 - c. If applicable: additional funding/financial support available to the applicant

V. *Summary*

- a. Summarize applicant’s characteristics, proposal and support. [e.g., “With her leadership, creativity and laboratory skills, Dr. Gonzalez has demonstrated her ability to successfully complete the proposed research on x. On behalf of the UC Davis School of Medicine, I offer my unqualified support for her application and reaffirm our commitment to supporting her with the resources, time and seed funding necessary to achieve her goals.”]

Template

Re: Letter of support for [title of grant application]

Dear [Addressee],

{I. Introduction}

As [title of endorser, i.e., *Dean of the UC Davis School of Medicine*], I am very pleased to provide this letter of support for [Applicant's] application for [title of grant application]. UC Davis' mission as a Public and Land-Grant institution is to benefit society through the application of research performed at the university. [Applicant's] proposed research advances both the mission of UC Davis and that of the [grantee-specific information, e.g., *DOD to discover and develop new and effective therapies for human disease.*]

{II. Detail of proposal}

[Applicant] has proposed an innovative and comprehensive research plan that is very well aligned with the [grant application/grantee]. [Details of Applicant's work and qualifications, including applicable items such as research background, preliminary results, anticipated outcomes.]

{III. Detailed Endorsement of Applicant}

[Applicant] is an outstanding scientist, [detail items such as previous honors and awards, related publications, endorsements, etc.] [Applicant] has demonstrated qualities of [application-specific characteristics, such as leadership, educational excellence, commitment to diversity and inclusion.]

{IV. Detail of Institutional Support}

UC Davis is fully committed to providing [Applicant] with the institutional support needed to complete this project. All research facilities, resources, and collaborators necessary for the accomplishment of the goals described in this application are available to [Applicant]. [Add, as applicable, detailed resources, such as specific labs, staffing, protected time allotment by percentage.]

{V. Summary}

[Summary of above proposal endorsements and support, e.g. *With (his/her) intellect, creativity, laboratory skill, and perseverance, (Applicant) has demonstrated a capacity for success as an independent academic research faculty. I am confident that (he/she) is capable of smoothly shepherding this project to its conclusion. I would like to reiterate my enthusiastic support for (Applicant's) proposal and my assurance that UC Davis will provide the institutional support described above as needed to enable successful completion of this project.*]

Sincerely,
[Signature Block]