

# Tips for Obtaining Effective Letters of Support

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1. Draft the letter yourself. It will save time and set out specific expectations.
2. Detail the specific roles and timelines of involvement of the collaborator.
3. Tailor the letter to reflect specific duties of the collaborator relative to the project.
4. The letter should reflect enthusiasm for the proposed project and should outline resources to be made available and interest in the potential outcomes.
5. Recommended organizational structure of the letter:
  - a. 1-3 sentences to demonstrate enthusiasm. Specifically identify the title of the project in the opening sentences
  - b. Detail how the collaborator's research expertise or technical skill will support the PI or the project completion
  - c. Describe use of specific equipment or resources made available by the collaborator
  - d. Construct a cordial closing. The formality will depend on the relationship that you have with the collaborator.