

REQUESTING AN ENDORSEMENT LETTER FROM THE DIRECTOR'S OFFICE

Send an e-mail to Director Alcock (calcock@cfa.harvard.edu) and copy Laura Powers (lpowers@cfa.harvard.edu) requesting the letter **two weeks before the application deadline**. The websites, along with instructions, are listed below, for your convenience.

Please check the specific foundation or grant website(s) for examples, updates, and changes.

Your e-mail should include:

- **The text of the endorsement letter.** The exact text of the letter you provide will be cut and paste onto CfA letterhead and converted into a PDF document. The text can either be included in your e-mail or attached in *.doc format. *Please proofread your document carefully before sending.*
- **Instructions on who should receive the completed letter** and anyone who should be copied, including yourself. All e-mail addresses should be included in the text of the e-mail.
- **Please send separate e-mails for each fellowship** if more than one letter is needed.
- **Generally, the signed PDF will be returned to you by e-mail.** Alternately, we will return the letter to the Science Contact for uploading, according to instructions, below.

NATIONAL SCIENCE FOUNDATION FELLOWSHIP LETTERS OF COMMITMENT

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5291&org=NSF

NSF proposal deadline is October 12, 2011

Letter(s) of Commitment, as described below, are to be submitted as Supplementary Documentation. The signed letter(s) should be scanned into Portable Document Format (PDF) and uploaded as supplementary documentation. No other supplementary documentation or appendices are permitted.

The candidate must include a letter of commitment from each prospective host institution, signed both by the department chair (or equivalent) and by the proposed sponsoring scientist. Should the applicant propose to hold the fellowship concurrently or sequentially at more than one institution during the three-year tenure, letters of commitment must be provided for all institutions involved.

The letter(s) should certify:

- That the applicant's proposal has been read and approved by the proposed scientific mentor(s);
- That adequate facilities and support will be provided for the fellow to accommodate the proposed research and/or education activities;
- That the fellow's plan for teaching and/or education is aligned with the institution's educational plans and goals, including a description of how any proposed course or seminar will complement existing curricula; and
- That the fellow will be fully integrated into the educational and research activities of the host institution.

The letter(s) should also include a discussion of the role the proposed scientific and/or education mentor(s) will play in the professional development of the fellow, and the opportunities for training and research at the host institution that will be of particular benefit to the fellow.

The NSF AAPF program relies on reviewed research and education proposals rather than applications.

Letters of recommendation will not be considered. A letter of commitment should not reflect a letter of recommendation and should make no subjective judgments regarding either the candidate or the proposed research and education plan.

JANSKY FELLOWSHIP ENDORSEMENT LETTERS

PLEASE NOTE:

Any Fellow of Harvard-Smithsonian Center for Astrophysics

The institutions that are blocked as hosts for 2012 (include): Harvard-Smithsonian Center for Astrophysics.

<http://science.nrao.edu/opportunities/jansky.shtml>

Jansky Fellowship application deadline is Monday, November 1, 2011

You must attach a PDF file to your online application with the following materials combined in the order listed below. Instructions for doing so are provided during the application process. Hard copies of application materials are not accepted.

Combine into **one PDF file** and attach to your NRAO application:

- Cover letter;
- Curriculum vitae;
- Publications list;
- A summary of previous and current research (a maximum of 3 pages of text, 12 pt font);
- A research proposal (a maximum of 3 pages of text, 12 pt font) that includes a plan for the host institution (NRAO or U.S. University).

If a non-NRAO host is selected, you **MUST** include a letter from the department chair that approves your research proposal. Two back-up host institutions should be named in your cover letter in case of subsequent conflicts. The back-up institution can be NRAO. No department letter is required from a named back-up host institution.

EINSTEIN FELLOWSHIP ENDORSEMENT LETTERS

<http://cxc.harvard.edu/fellows/CfP fellow.2012.html>

The Einstein Fellowship incorporates the former Chandra and GLAST Fellowship Programs

Einstein Fellowship application deadline is November 3, 2011, (5:00 p.m., EST)

Applicants must arrange for their research proposals to be read and approved by a faculty member or member of the scientific staff of the first-choice Host Institution (the Science Contact), and endorsed by an official of the first-choice Host Institution. The endorsement should be sent directly to the CXC by the first-choice Host Institution **BEFORE THE APPLICATION DEADLINE**. The institutional endorsement is necessary to indicate that adequate facilities will be provided for the Einstein Fellow, but does not ensure selection by the Einstein Fellowship Review Panel. This endorsement should consist of an endorsement letter from an authorizing official (typically the department chairperson) of the first-choice Host Institution. A possible endorsement letter is as follows:

Einstein Fellowship Program Office

I am writing in regard to [Applicant name]'s application for an Einstein Fellowship. We have reviewed her/his research proposal entitled "[Program Title]" and are pleased to endorse it and to inform you that we will welcome her/him here and offer her/him support and facilities should a Fellowship be offered. Dr. [Science Contact's name] has agreed to serve as her/his Science Contact.

*Sincerely yours,
Chairperson*

These letters must be received by the application deadline. PDF or Word documents are preferred. Plain text is also acceptable.

The procedure for submitting endorsement letters is as follows:

- The applicant supplies the name and e-mail of the Science Contact in the application form;
- A message is e-mailed to the Science Contact by CXC which provides a unique URL;
- The Science Contact obtains an endorsement letter from the appropriate official;
- The Science Contact uses the URL to upload the letter;
- When a reference letter has been uploaded, the applicant will see a “Complete” when checking the appropriate area of the application status page.

This is what the letter writer sees at the URL provided. There are two buttons:

- Upload letter
- Finished

Click on the Upload letter button, and a box to provide the file location for the letter is supplied. **DO NOT** hit the return after providing the file location. The “Submit Letter” button must then be clicked to complete the submission. After a successful submission, a screen comes up to indicate the new document.

The letter writer will also receive a confirmation e-mail.

Applicants are responsible for ensuring that the endorsement letter has been received. Use the “View Status” feature to check for the receipt of each letter of reference. If the host institution requires that someone other than the Science Contact submit the endorsement letter, he/she may e-mail it to Fellowship Program Office at fellows@head.cfa.harvard.edu or send it to:

Einstein Fellowship Program Office; Chandra X-Ray Center; 60 Garden Street, MS 4;
Cambridge, MA 02138; USA

CARL SAGAN FELLOWSHIP ENDORSEMENT LETTERS

<http://nexsci.caltech.edu/sagan/fellowship.shtml>

Carl Sagan application deadline is Thursday, November 3, 2011 at 4 p.m. PDT (7 p.m. EDT)

The applicant must arrange for one letter of endorsement from the proposed host U.S. institution to be submitted electronically prior to the application deadline. The letter must not exceed two pages. The institutional endorsement letter is necessary to indicate that adequate facilities will be provided for the Sagan Fellow. This endorsement should consist of a letter from an authorizing official (typically the department chairperson) of the proposed host institution. The letter should state that the faculty member supports the research as proposed, that the host institution will welcome the successful fellow and will provide support as required to complete the proposed research including access to required facilities. The letter may also give an assessment of the likelihood for success of the applicant in respect to the proposed research project. A possible endorsement letter is as follows:

Sagan Fellowship Program Office:

I am writing in regard to [Applicant name]'s application for a Sagan Fellowship. We have reviewed her/his research proposal entitled “[Program Title]” and are pleased to endorse it and to inform you that we will welcome her/him here and offer her/him support and facilities should a Fellowship be offered. Dr. [Science Contact's name] has agreed to serve as her/his Science Contact.

*Sincerely yours,
Chairperson*

All reference and endorsement letters must be received via the electronic submission website by the application deadline. PDF documents are preferred.

HUBBLE FELLOWSHIP ENDORSEMENT LETTERS

<http://www.stsci.edu/institute/org/spd/hubble-fellowship>

The application deadline is 11:59 p.m. EST November 3, 2011

The Letter of Endorsement deadline is 11:59 p.m. EDT November 10, 2011

Applicants must arrange for their research proposals to be read and approved by a faculty member of the first-choice Host Institution (the Faculty Contact), and endorsed by an official of that Institution. The letter of endorsement must be uploaded electronically directly to STScI. Applicants must enter an e-mail address for the authorizing official on the application form; instructions for uploading the letter will be sent to that e-mail address (the Faculty Contact can usually help the applicant to determine the appropriate authorizing official, e.g. the Department Chair, Division Head, etc). The institutional endorsement is necessary to indicate that adequate facilities will be provided for the Hubble Fellow, but does not ensure selection by the Hubble Fellowship Review Panel. The endorsement consists of an acceptance letter signed by an authorizing official (typically the department chairperson) of the first-choice Host Institution.

A possible acceptance letter is as follows:

*Hubble Fellowship Program
Space Telescope Science Institute
3700 San Martin Drive*

I am writing in regard to [Applicant name]'s application for a Hubble Fellowship. We have reviewed her/his research proposal entitled "[Program Title]" and are pleased to endorse it and to inform you that we will welcome her/him here and offer her/him support and facilities should a Fellowship be offered. Dr. [Faculty Contact's name] has agreed to serve as her/his Faculty Contact. Dr. [Faculty Contact's name] is authorized to act as Principal Investigator for external funding at our institution.

We acknowledge that our institutional Indirect Costs will be waived on the Fellowship stipend and fringe benefits, in case a Fellowship grant is offered.

*Sincerely yours,
Chairperson*

The authorizing official should upload the letter per the instructions received in the e-mail sent directly to them.