**REQUEST FOR LETTERS OF SUPPORT/RECOMMENDATION**

**FROM THE DEAN AND SENIOR ASSOCIATE DEANS**

DATE OF REQUEST: Click or tap to enter a date.

SPONSOR SUBMISSION DATE: Click or tap to enter a date.

PI/FACULTY NAME: Click or tap here to enter text.

DEPARTMENT/DIVISION: Click or tap here to enter text.

FROM WHOM YOU REQUEST THE LETTER: Choose an item.

**Please attach**:

Draft of the letter with this cover page

Supplemental information:

Title and summary of Proposal or Program (Identify sponsoring agency and funding mechanism, e.g. T32, K grant, if applicable)

Total budget (include direct and indirect costs)

Is there a cost share or request for monetary support from the Dean’s Office? Choose an item.

* + If yes, include a justification for how the money will be used.

Is there departmental/divisional support? Choose an item.

* + If yes, please include a justification of how the money will be used and state the source.

Through what institution will the application be submitted? (e.g. UC, CCHMC, VA) Choose an item.

All requests must be submitted to the Dean ([Karen.Christian@uc.edu](mailto:Karen.Christian@uc.edu)) or to the Sr. Associate Deans or their administrative assistants.

**Deadline:**

Request must be submitted either:

* 2 calendar weeks before sponsor’s date of submission if **NO** financial support is requested
* 4 calendar weeks before sponsor’s due date **if financial support is requested**