

Checklist for mentor letters

Introductory paragraph(s)		
Item	Present? (Y or N)	Comments
Contains name of applicant?		
Identifies grant proposal and Institute (e.g., K 23 from NICHD)?		
States applicant's status at VU?		
Provides brief history of applicant and applicant bona fides?		
Describes role letter writer will play on mentor team (brief—to be expanded later)?		
Review applicant's "path to present" (can be brief, but needs to show letter writer knows applicant)		
Describes how letter writer knows applicant?		
States when applicant came to Vanderbilt?		
Describes what applicant has been involved with since arrival?		
Describes contributions to date?		
Qualifications of person to be a mentor		
Has current research activities of mentor (list of relevant current grants, etc.)?		
Contains list/description of previous persons mentored (may be a table)?		
Shows total number of persons mentored over how long?		
Evidence mentor has sufficient independent research support to cover costs of proposed research project in excess of allowable costs of award?		
Nature of mentoring and supervision		
Primary mentor and area(s) of expertise clearly identified?		
Roles and expertise of co-mentors, consultants, and/or collaborators clearly identified?		
Describes how candidate's scientific and professional independence will be promoted?		
Describes plans for career progression?		
Includes elements of proposed research training as appropriate?		
Describes clearly and specifically what mentor will provide (see examples page)?		
Describes how mentoring will be coordinated (includes regular meetings, frequency, general topics of discussion)?		
Mentor(s) agree to provide annual evaluations of candidate's progress?		
(K99) Plan for transitioning from mentored phase to		

independent phase clearly defined?		
(K99) Mentor agrees to review and comment on R00 phase application?		
Concluding remarks		
Succinctly summarizes what was said? (XX is a committed, well-qualified candidate for this award; XX has demonstrated excellent productivity during his/her post-doctoral work; this proposal provides a strong foundation for developing XX as a clinical investigator)		
Provides clear statement of strong support? (I offer my complete support and commitment to X's application as her mentor; I feel confident X will achieve his/her research and career development goals during the time of this award)		