

NIH / PHS Letters of Support for Division Staff



Life Sciences' Manfred Auer and group

Learn who should write letters of support, when letters of support are required, and suggested language for Letters of Support from LBNL Staff

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Who Should Submit Letters of Support

- **Letters of Support are not required from all personnel in the application** (such as research assistants)
- **Letters necessary to demonstrate the support of consortium participants**
- **Collaborators such as Senior/Key Personnel**
- **Other Significant Contributors**
- **Consultants should include rate/charge for consulting services**



Required Letters of Support

- **Subcontract PI**
- **Other Significant Contributors**
- **Paid Consultants**



LBLN Letters of Support from Scientist Paid on the Proposal

SPO Suggestion:

- Provide enthusiastic support for the goals of the proposal
- Outline the scientist's participation and role on the research project



LBLN Letters of Support from Scientist NOT Paid on the Proposal



Must avoid making a promise or commitment of effort that won't be charged correctly



DOE will not pay for effort expended on other research projects.



How to Participate without committing Effort

- **Information available to the general scientific community**
(such as meetings to discuss shared research information)
- **Time available to the general scientific community but not time specifically for this research**
(such as invitations to attend lectures or symposiums or research group meetings)
- **Data available to the general scientific community**
(such as data posted on NIH (or other) public databases)



LBNL Restrictions on Letters of Support

If the Letter of Support commits effort, the scientist **must** indicate what funded research is appropriately being charged for that time.



- **Submit to SPO written permission of Division Director if division funds are being used.**
- **Submit to SPO written DOE Program Manager permission for DOE funds.**



Suggested Language

See *SPO Guidelines for Letters of Support* for specific language to avoid and suggested alternatives

http://www.lbl.gov/Workplace/CFO/spo/spo_meetings/2008-07HANDOUTS.HTML



Resources

- *SPO Guidelines for Letters of Support from LBNL Other Significant Contributors*

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Questions

