

NIH / PHS Letters of Support for PIs and Scientists



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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Letters of Support Language from NIH

- Attach all appropriate letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application.
- Letters are not required for personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project.
- For consultants, letters should include rate/charge for consulting services.



Who Should Submit Letters of Support

- Attach all **appropriate** letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application.
 - NIH does not define “Appropriate”
 - NIH does not require Letters of Support from Key Personnel at the Applicant Agency; but encourages Letters of Support, even from collaborators at the Applicant Agency if necessary to demonstrate support of the application
 - Decision of who to include from LBNL is up to the PI
- See Handout: Q/A from NIH re: who to include



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**



Letters of Support from LBNL 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)



LBLN 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.



LBLN 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**

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

- **Q and A from NIH regarding who needs to submit Letters of Support**



Questions

