

**NSF CAREER Proposal Template
Departmental Letter**

Remove Header Before Use

Organization Letterhead

RE: Dr. (NAME)'s NSF CAREER Proposal Entitled CAREER: **PROJECT NAME**

Date

To whom it may concern:

On behalf of the (DEPARTMENT NAME) at the University of Tennessee at Chattanooga, I am very pleased to write in support of Dr. (NAME)'s proposal to the NSF CAREER program. The proposed research and education activities are fully supported by the UTC (DEPARTMENT NAME) as his/her research and education activities are well integrated into the goals of the department and college, and the department will fully support his/her success and professional development.

Dr. (NAME) joined the (DEPARTMENT NAME) in (YEAR) as a tenure-track assistant professor, and therefore is eligible for the National Science Foundation's CAREER program. Dr. (NAME) has established a successful research and education program in (TOPIC), which includes (list research and education efforts).

Use this paragraph to describe the PI's career goals in research and education, their current responsibilities, and how the proposed CAREER project is a good fit with these goals.

Use this paragraph to describe how the PI's career goals fit with the goals of the department (and University, if applicable).

The (DEPARTMENT NAME) is fully committed to providing Dr. (NAME) with the research and mentoring support he/she needs to further develop his/her academic career. Use this paragraph to list the specific ways in which the department will provide support for the CAREER project (TA or RA support, laboratory and office space, etc.), without providing a dollar amount. Specifically mention that the department head will ensure the mentoring of the PI, both during and beyond the award period.

Finally, I also personally verify that Dr. (NAME) is eligible for the NSF CAREER award: Dr. (NAME) received his/her a doctoral degree in (DISCIPLINE), is untenured, has not previously received a CAREER award, and is employed as an Assistant Professor in a tenure-track position at the University of Tennessee at Chattanooga. I look forward to continue to support this exciting work and his/her academic career.

Department Head Name
Department Head Title

Note: Red text signifies elements of the letter that must be changed by the PI prior to submission.

Additional Considerations for Letter:

- No more than 2 pages in length
- Should demonstrate an understanding of and commitment to the effective integration of research and education throughout the award period and beyond
- If the applicant is in 2 departments, the letter should be from the department in which tenure will be granted. If tenure is a joint decision, the letter should be jointly written and signed by the two department heads.