**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**