This is the "Request" endorsement webpage. See the bottom of the page for additional instructions.

NOTE- **BOTH Institutional Endorsements are required by August 14, 2017 at 5 PM Pacific Time/8 PM Eastern Time.** Applications with incomplete or missing signatures will not be reviewed.

**Letter of Intent Required Endorsement Instructions:** The 2018 Beckman Young Investigator Letter of Intent requires that you secure two (2) appropriate Institutional Endorsements to include:

1) Institutional Endorsement 1: Chief Academic Officer (President, Chancellor, Provost or similarly authorized signatory) **and**

2) Institutional Endorsement 2: Dean of the College/School/Division for the Participating Academic Unit.

**Request Section Instructions:**

1. Provide a complete pdf of your Letter of Intent and notify anyone you are requesting an endorsement from prior to sending the email request.

2. At the far left of the table below under 'Request For', you will see two sections:
   - Institutional Endorsement 1: Chief Academic Officer (President, Chancellor, Provost or similarly authorized signatory)
   - Institutional Endorsement 2: Dean of the College/School/Division for the Participating Academic Unit

3. Click on the first section (Institutional Endorsement 1)

4. A new screen will open with the following at the bottom of the page:
   - Section
   - Name Field
   - Email Field
   - Optional message box

5. Enter the Endorser's full name (as you would like it to appear) in the Name Field. Enter Endorser email address and optional message.

6. Once all sections are filled out, click "Email Request". An email will automatically be sent from the system to your requested individuals requesting they click on the accept link or deny link.

7. Upon clicking the "Email Request" button, you will return to the previous screen. Enter the necessary information to complete the second request.

8. Once you have entered all necessary information and sent the second request, click on "Return to Dashboard".

**Do not send your request to the Chief Academic officer (President, Provost) or your Dean-see the required substitutes in RMG & OSR to use for your school below**
9. Under the "Request" Icon on your dashboard, the "Requested" bar will read 100% once the Endorsement requests have been sent. Once the Endorsements are received, the "Received" bar will read 100% complete.

**Once the Endorsement has been sent:**

- If the Endorser clicks that they accept this request, they will be re-directed to the appropriate section on your dashboard assigned to them. The completion bar will read 100% when they have completed this section. You will also receive an email confirming that the requested information was provided and successfully signed, and their signature will appear at the bottom of your submitted Letter of Intent.

- If the individual clicks that they do not wish to endorse the LOI, you will be sent an email indicating the request was denied. Return to the Request Section icon and click on the section name that you need to change. Additional instructions below (To Change or Re-Submit the Email Request).

- If your endorser has not received the email request that you sent, the email request may have landed into their spam folder or was blocked by their mail server’s firewall. Endorsers can whitelist admin@communityforce.com to receive emails.

**To Change or Re-Submit the Email Request:**

1. Under the "Request For" column on the request page, select the Institutional Endorsement you wish to change by clicking the blue hyperlink.
2. The following message will appear: “Are you sure you want to resubmit this request?”
3. Select "OK"
4. Enter in the name, email and optional message into the request section.
5. Select "Email Request"

**Submit your requests by **Aug. 7th**

NOTE: Edits cannot be made once responses have been received.

<table>
<thead>
<tr>
<th>Request For</th>
<th>Requested From</th>
<th>Email</th>
<th>Status</th>
<th>Requested Date</th>
<th>Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Endorsement 1 Chief Academic Officer</td>
<td></td>
<td></td>
<td>Not Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Endorsement 2 Dean</td>
<td></td>
<td></td>
<td>Not Requested</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above blanks will populate when you submit the endorsement requests & when the endorsers are finished

*School of Medicine PIs-**on the separate Institutional Endorsement webpage(s):

1) instead of Chief Academic Officer: enter Sonia Barragan, Associate Director, Research Management Group, and her email: barragan@stanford.edu
2) instead of the Dean, enter your RPM's name, Research Management Group, and email address. They will receive email notifications to go online & endorse your LOI.

*PIs in other schools-**on the separate Institutional Endorsement webpages:

1) instead of Chief Academic Officer-enter Michiko Taniguichi Pane, Director-Pre-Awards Operation-Office of Sponsored Research (OSR) and her email: michiko@stanford.edu.
2) instead of the Dean of your school: use the name and email address for the OSR Contract and Grant Officer for your department. They will receive email notifications to go online & endorse your LOI.