

Instructions for Fellowship Applicant Referees

Name of Fellow (*First & Last Name as shown in the eRA Commons*): _____

Fellow's eRA Commons Username: _____

FOA Number: _____

The fellowship applicant is applying for an individual fellowship award. The purpose of this award is to provide support to promising applicants with the potential to become productive, independent investigators in scientific health-related research fields relevant to the missions of participating NIH Institutes and Centers, and AHRQ.

Please put the name of the fellowship applicant at the top of the letter. Also, be sure to include your name and title in the letter.

In two pages or less (PDF format), describe the qualities and potential of the fellowship applicant for the research training for which support is being requested (predoctoral, postdoctoral, or senior fellow). This should include your evaluation with special reference to:

- Research ability and potential to become an independent researcher
- Adequacy of scientific and technical background
- Written and verbal communication abilities including ability to organize scientific data
- Quality of research endeavors or publications to date, if applicable
- Perseverance in pursuing goals
- Evidence of originality
- Need for further research experience and training
- Familiarity with research literature

Referees may provide any additional, related comments that they believe will help reviewers evaluate the merit of the fellow's application.

Submitting Reference Letters

Letters must be submitted directly to the eRA Commons at:

<https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new>.

Watch a demo on [Submitting Reference Letters through eRA Commons](#).

Reference Letters are due by the application receipt deadline date, but may be submitted any time after the FOA opens. Reference Letters can be submitted before the grant application submission, and will be held and later linked to the appropriate application once they are received at NIH.

You will be requested to enter the following information on-line at the time of submission:

Referee Information:

- Referee First Name (Required)
- Referee Last Name Required)
- Referee MI Name (Not Required)
- Referee e-mail (Required)
- Referee Institution/Affiliation (Required)
- Referee Department (Required)

Fellowship Application Information:

- PD/PI (Fellowship applicant) Commons User ID (Required)
- PD/PI's Last Name, as it appears on the PI's Commons account (Required) (will be validated to ensure they match)
- Funding Opportunity Announcement (FOA) Number (Required and must match the number of the FOA under which the application is being submitted)
- Reference Letter Confirmation Number (Required only if resubmitting a letter; not required otherwise)
- Fellowship Letter of Reference – two pages maximum. Must be in PDF format. Letter can be printed, signed, and scanned to create the PDF, but do not add a “digital signature” to the document. Additional tips for creating PDF files can be found at <http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>.

After you have submitted your Letter of Reference, both you and the applicant will receive a confirmation of receipt by e-mail. Your e-mail confirmation will include a Reference Letter Confirmation Number. The Confirmation Number will be required when resubmitting reference letters. Please print the confirmation e-mail for your records.