**Pathway to Stop Diabetes: Sample Institutional Nomination Letter**

***Letter of Support from Institutional Representative, must appear on Institution Letterhead***

Date

Dear American Diabetes Association Mentor Advisory Group:

* **Provide rationale for institution’s nomination of candidate, including why candidate is uniquely suited for this award.**
  + *Provide a description of the nominee’s training and accomplishments to date*
  + *Indicate the nominees relative rank among peers (e.g. candidate is in the top 1% of the individuals that hold Assistant Professor positions in the institution/department)*
* **Certify that the candidate has the appropriate full-time position at the sponsoring institution as required by the award.**
  + *Define the PI’s position in relation to other positions in the institution.*
* **Outline the candidate’s responsibilities and ensure that at least 75% of their total time and effort will be allocated to research during the term of this award.**
* **Provide assurance of an academic commitment to the candidate and to his or her research proposal.** 
  + *Confirm the commitment of both adequate designated space and facilities for the conduct of the research proposal.*
  + *Define any unique support systems (scientific, resource or structural) that are available to the candidate.*
* **Outline the institution’s plans to support the long-term development of the candidate and specific expectations for their career course.**
  + *Include any unique career development opportunities or programs available through the institution and how these will be leveraged for the benefit of the nominee.*

Sincerely,

Title, Title

Nominating Committee Chair Nominee’s Department Chair

***Signatures from an Institutional Representative and the Nominee’s Department Chair are required***