Sample Institutional Commitment Letter Institutional Letterhead

Address to NIH Institute/Center Sponsoring

Dear Colleagues:

The University of Florida, its Health Science Center, and its six Colleges, and nine Institutes are fully committed to providing an exceptional environment for the training of future leaders in the health sciences. We fully encourage and endorse institutional research training awards which support our trainees and early faculty members. This letter provides specific commitments for the sponsoring Departments/Colleges for the training grant entitled: as well as the Health Science Center commitments to principal investigators of training grants in support of their programs.

[Department/College ]

The [Department/College] is pleased to support the above-referenced training grant in several ways. First, the time and effort of 10% for Dr. as Program Director will be supported by departmental funds, as well as the time and effort for the Training Program Coordinator. Adequate space and furnishings will be provided each trainee supported under this Training Award. Finally, should the stipend or tuition of an individual trainee exceed that of the Training Award, the department will support that amount above that provided by the T Award.

[HSC Commitment Letter]

The University of Florida Health Science Center and the UF Clinical and Translational Science Institute (CTSI) provide institution-wide support for training in several ways. First, all UF T trainees and their mentors are encouraged to participate in a wide variety of activities provided by four core working groups under the umbrella of the CTSI Translational Workforce Development Program. Each of these programs has dedicated faculty and staff support. The Professional Development Working Group organizes a variety of career development and professional development seminars and workshops for predoctoral and postdoctoral trainees, as well as junior faculty. The Mentor Development Working Group provides training on mentoring skills and best practices. The Diversity & Inclusion Working Group coordinates activities across colleges to recruit and retain diverse trainees. The Educational Development & Evaluation Working Group provides assistance with curriculum design, learning objectives, and program evaluation. The Office of Biomedical Research Career Development coordinates career & professional development activities, assists with trainee data management and creation of training grant data tables, and provides tracking of T trainee career and professional outcomes for at least 15 years beyond completion of training. Many other training and mentoring opportunities are available at the Departmental and College levels.

Sincerely yours,

Thomas A. Pearson, MD, PhD, MPH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Translational Workforce Development Program Dean/Chair

UF Clinical & Translational Science Institute