

Letter of Support Requests: Process and Timeline

1. Template

- Applicant requests LOS template from Gigi Lopez or Edwin Flores

2. Submission: 2 weeks prior to deadline

- Applicant submits draft LOS to Edwin Flores, with cc: to Gigi Lopez, who routes to Kathleen Gardner and Andrew Krystal for review and approval

3. Revision (if needed)

- Edwin will request revisions from applicant and re-route as needed until approval is obtained

4. Chair Signature

- Edwin processes with Matt State's signature and returns signed LOS to applicant