

## Letter of Support Requests: Process and Timeline

### 1. Template

- Applicant requests LOS template from Gigi Lopez or Anna Ardieta

### 2. Submission: 2 weeks prior to deadline

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

### 3. Revision (if needed)

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

### 4. Chair Signature

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