**NOTE: This letter should not exceed one full page. You may add up to 2 personalized sentences that demonstrate your strengths/accomplishments in support of the proposal submission.**

XXXXX XX, 202X

To Whom it May Concern:

On behalf of the UCSF Department of Psychiatry and Behavioral Sciences, I am writing in strong support of Dr. (insert name)’s application for a Kxx Mentored Research Career Development Award. Dr. XXX’s research program focuses on XXXXXXX. She/He/They has already demonstrated tremendous academic potential, and we are committed to supporting her/him/them as she/he/they transitions to independence.

Before submitting this K award application, this applicant submitted a packet to the department research leadership summarizing their qualifications and the research proposal. After a multi-step and multi-faceted review, our department research leadership approved this submission and endorsed this applicant for appointment to a faculty position. To this end, it is our intention to transition Dr. XXX to an Assistant Professor in the Department effective (insert fall/spring/summer) 20XX (based on planned K award start date), and the K award applicant will have a contributed commitment of a minimum of XX% time to engage in an accelerated, intense research and training effort with a focus on XXXX.”

Dr. XXX’s Kxx application entitled “XXXX” proposes to XXXXXX. This proposal is well-aligned with the goals of the Department of Psychiatry and Behavioral Sciences and has the potential to greatly enrich our clinical/research enterprise.

Dr. XXX has assembled an outstanding, multi-disciplinary mentoring team to support her/his/their research and training during her/his/their Kxx. Dr. XXX, who will serve as the primary mentor, is well-established with XXXX experience in XXXXX. This mentorship will be complemented by a diverse mentoring team including senior investigators from the Departments of XXX (Dr. XXX) and XXX (Dr. X).

We highly value and fully support Dr. X’s training and research program as specified in her/his/their proposal. We expect Dr. X to be a truly outstanding, highly productive, independent investigator and an important faculty contributor well into the future. We are unreservedly supportive of her/his/their proposal and determined to contribute to her/his/their long-term success at UCSF.

Sincerely,

Matthew W. State, MD, PhD