



## Jefferson Science Fellowships – Instructions for Letter Writers

### Letter of Recommendation

1. **Length:** Maximum **two pages**
2. **File format:** PDF or Word
3. **Deadline:** Letter must be successfully uploaded to online application portal by **October 15, 2024, 5:00 pm Eastern Time**. The letter writer and applicant will receive a confirmation email once a letter has been successfully uploaded.
4. **Letter content:** Should address the qualifications of the applicant based on the following criteria:
  - Stature, recognition, and experience in sciences (life, physical, and/or social), engineering, and/or medicine
  - Ability to:
    - rapidly and accurately understand scientific advancements both within and outside primary disciplines
    - effectively integrate technical knowledge into policy documents and discussions
    - articulate science and technology to the non-specialist/general public
    - work collaboratively and effectively in a team-based environment
    - adapt to a changing portfolio of responsibilities
    - benefit themselves and their academic institution from the fellowship
  - Related skills and experience that may enable an applicant to be successful as a Fellow

### Letter of Nomination

1. **Length:** Maximum **two pages**
2. **File format:** PDF or Word
5. **Deadline:** Letter must be successfully uploaded to the online application portal by **October 15, 2024, 5:00 pm Eastern Time**. The letter writer and applicant will receive a confirmation email once a letter has been successfully uploaded.
3. **Letter content:**
  - a. Must clearly state that it is a **letter of nomination** (not a letter of recommendation)
  - b. Should address the academic institution's:
    - support for the applicant's participation in the fellowship
    - value the academic institution expects to derive from faculty participation in the fellowship
    - any examples of the applicant meeting the below criteria:
      - Ability to:
        - rapidly and accurately understand scientific advancements both within and outside primary disciplines
        - effectively integrate technical knowledge into policy documents and discussions
        - articulate science and technology to the non-specialist/general public
        - work collaboratively and effectively in a team-based environment
        - adapt to a changing portfolio of responsibilities