**NSF CAREER Proposal Template**

Office of Proposal Development

Florida State University

**Departmental Letter**

**Remove Header Before Use**

Organization Letterhead

RE: Dr. (NAME)’s NSF CAREER Proposal Entitled CAREER: PROJECT NAME

Date

To whom it may concern:

This letter is to confirm that Dr. (NAME)’s proposed CAREER research and education activities are supported by the Florida State University (DEPARTMENT NAME). His/her research and education activities are well integrated into the goals of the department and college, and the department will fully support his/her success and professional development.

Dr. (NAME) joined the (DEPARTMENT NAME) in (YEAR) as a tenure-track assistant professor, and therefore is eligible for the National Science Foundation’s CAREER program. Dr. (NAME) has established a successful research and education program in (TOPIC), which includes (list research and education efforts).

Use this paragraph to describe the PI’s career goals in research and education, current responsibilities, and how the proposed CAREER project fits with these goals.

Use this paragraph to describe how the PI’s career goals fit with the goals of the department

Use this paragraph to list the ways in which the department will provide support for the CAREER project, and specifically that the department head will ensure the mentoring of the PI, both during and beyond the award period.

Sincerely,

Department Head Name

Department Head Title

Note: Red text signifies elements of the letter that must be changed by the PI prior to submission.

Additional Considerations for Letter:

* No more than 2 pages in length
* Should demonstrate an understanding of and commitment to the effective integration fo research and education throughout the award period and beyond
* If the applicant is in 2 departments, the letter should be from the department in which tenure will be granted. If tenure is a joint decision, the letter should be jointly written and signed by the two department heads.