Instructions: A letter of support from the division chair or department chair is required.

A sample letter is provided below. The letter must be signed by division/department chair, and must ensure:

* A 100% FTE appointment (two years);
* 75% FTE commitment to MN-LHS research by appointment start date;
* Agreement to cover Scholar’s salary in excess of the amount covered by MN-LHS program (which is 75% of the Scholar’s salary, up to a cap of $90,000 per year);
* Office space and additional resources outside of those covered by the proposal.

DATE

MN-LHS Selection Committee

University of Minnesota

420 Delaware Street, SE

Minneapolis, MN 55455

Dear MN-LHS Selection Committee:

As Chair of the Department of XYZ, if Dr. [enter name here] is selected as a MN-LHS Scholar, I am committed to ensuring that s/he will have 75% protected research time for two years beginning September 1, 2021 and ending September 1, 2023.

In addition, we agree to cover salary costs for the Scholar in excess of the maximum covered by the MN-LHS program (which is 75% of the Scholar’s salary, up to a cap of $90,000 per year). We understand that the Scholar’s reduced clinical time is not covered by the funding agency, and we are aware of the cost of reducing the Scholar’s clinical coverage.

We also agree to providing office space and additional necessary resources outside of those covered by the proposal.

Sincerely,

|  |
| --- |
| DEPARTMENT/DIVISION CHAIR SIGNATURE BLOCK |