



Request for SHEA Letter of Support

Date of Request ____/____/____

Requestor Contact Info

Last Name _____ First Name _____ Degree(s) _____

Title _____

Institution _____

Department _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____ - _____

Fax _____ - _____

Part I. Please answer the following questions.

1. To whom is the letter to be written? If different from the Requestor above, please provide the below information.

Last Name _____ First Name _____ Degree(s) _____

Title _____

Institution _____

Address _____

City _____ State _____ Zip Code _____

2. If the letter is for a grant or contract, please attach a .pdf or provide a link to the RFA or announcement.

Is there a request for SHEA involvement other than a letter of support? Yes No

If Yes, please describe: _____

3. If the letter of support is for a research proposal, please attach the specific aims and a brief abstract of the project.
4. If the letter of support is for a research proposal, please use the provided template to draft a letter of support. SHEA reserves the right to perform final editing of any drafted letter, or to write its own letter.
5. The letter of support will be signed by the SHEA President, or his/her proxy, in the event he/she is unavailable. If requesting a different signee, please specify:

Name _____

Title _____

6. When is the letter of support due? ____/____/____

7. Is a .pdf copy sufficient? Yes No

If no, please provide mailing information below

Last Name _____ First Name _____ Degree(s) _____

Title _____

Institution _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip Code _____

Country _____

DO NOT MARK BELOW THIS LINE: FOR SHEA USE ONLY

Letter Request Accepted

Letter Request Declined

Comments: _____

Date of SHEA Review: ____/____/____ Initials _____

Date SHEA letter sent: ____/____/____ Initials _____

E-mailed .pdf

Mailed

Faxed