

Sample Institutional Commitment Letter
Institutional Letterhead
Address to NIH Institute/Center Sponsoring _____

Dear Colleagues:

The University of Florida, its Health Science Center, and its six Colleges, and nine Institutes are fully committed to providing an exceptional environment for the training of future leaders in the health sciences. We fully encourage and endorse institutional research training awards which support our trainees and early faculty members. This letter provides specific commitments for the sponsoring Departments/Colleges for the training grant entitled: _____ as well as the Health Science Center commitments to principal investigators of training grants in support of their programs.

[Department/College _____]

The [Department/College] is pleased to support the above-referenced training grant in several ways. First, the time and effort of 10% for Dr. _____ as Program Director will be supported by departmental funds, as well as the time and effort for the Training Program Coordinator. Adequate space and furnishings will be provided each trainee supported under this Training Award. Finally, should the stipend or tuition of an individual trainee exceed that of the Training Award, the department will support that amount above that provided by the T Award.

[HSC Commitment Letter]

The University of Florida Health Science Center and the UF Clinical and Translational Science Institute (CTSI) provides institution-wide support for training in several ways. First, T Award trainees and their mentors are encouraged to participate in a wide variety of activities provide by our Professional and Career Development Program, our Mentor Development Program, and our Education Development and Evaluation Program. Each of these programs offers didactic coursework, faculty expertise, equipment and facilities. Specifically, we support the effort for Dr. Behar-Horenstein to provide senior faculty expertise for development of curricula and learning objectives, and for evaluation of their training programs. Also available is a centralized office to follow-up NIH-supported trainees for at least 10 years after graduation for career and professional outcomes. Many other training and mentoring opportunities are available at the Departmental and College levels.

Sincerely yours,

Thomas A. Pearson, MD, MPH, PhD
Executive Vice President for Research and Education
Professor of Epidemiology and Medicine

Dean/Chair