



2024 KENNETH A. SUAREZ CCOM SUMMER RESEARCH FELLOWSHIP Guidelines for Letter of Support

The KAS Fellowship is a competitive research training-based fellowship program. The type of research training includes biomedical, clinical, translational and medical education research. The objectives of the letter of support from the research advisor are to document that a research training plan is in place for the student, why the advisor believes the student is a good fit for this research experience, and if necessary, to place the 10-week project into the context of the overall research program of the advisor.

Keep in mind that this is not a letter of recommendation for the student. We already know the student is in good academic standing. This letter is not confidential.

Essentially, the advisor is explaining to the reviewers why the student will benefit from doing research training with the advisor. The training plan is considered in the scoring of the proposal.

The letter of support from the research advisor should address the following points.

1. **Elements of the research training plan for the student.** Points to ponder:
 - a. Who is /are training and/or supervising the student?
 - b. What is the student expected to learn and be able to do because of this research experience?
 - c. Is the research advisor meeting with the student to discuss their progress?
 - d. Are their ancillary activities, such as journal club, research team meetings; are the students expected to present their ongoing progress?
 - e. Is the student expected to contribute importantly to producing the KAS poster?
2. **A brief discussion of why the advisor believes this student is a good fit for the research experience**
3. **If applicable, a brief discussion of how the student's 10-week contribution to a project fits into the larger research program (or project) of the advisor.** This is important if the summer project is part of a multi-year collection of data towards a manuscript.

This document should be concise. Expectations are no more than 2 pages.