**Template of Letter from the Department Chair**

<Institution Letterhead>

<Date>

Workshop Organizers

NSF CISE RE Aspiring PI Workshop

Florida International University

Dear Workshop Organizer:

I support the application submitted by <name of faculty> to attend the NSF CISE RE Aspiring PI Workshop at Florida International University. If their application is accepted, I will support their NSF proposal submission to the NSF CISE Research Expansion program in the 2026 competition.

Yours sincerely,

<Name>

<Position>

<Dept/School/College>

<University Name>