**Instructions for Drafting Your List of Recommenders**

When putting together your list of potential recommenders, we ask that you please refer to the template provided in Appendix B of the client packet, as this template includes all of the information that we need to draft letters for your recommenders. However, rather than updating this template directly, **please instead refer to and fill in the “Recommenders” tab in the menu on the left-hand side of your profile page.** Please provide the following information for your list of potential recommenders:

**[Name of recommender]**

Please provide each recommender’s full name so that we can accurately include it in the signature line.

**[Title/position]**

List their current position.

**[Institution]**

Name the institution where they are employed.

**[Link to recommender’s online biography]**

Provide a link to the recommender’s online biography. This link should provide background information on the recommender’s education, research activities, and professional roles. If the recommender does not have an online bio, please upload the recommender’s CV to our system and add a note here that you have done so.

**a.** **How does this recommender know me**?

Please identify whether each recommender is dependant or independent and describe your affiliation with them. Examples include: “He was my doctoral advisor and is thus a dependent recommender” and “She and I have never met in person, but she is familiar with my research. She is an independent recommender.”

**b. What project or projects in the summary of contributions (please list the project numbers) are most appropriate for this recommender to discuss in their recommendation letter? Please list the projects this recommender can discuss in order of your preference and note that to keep the letters at a reasonable length, we typically include only one or two projects per letter.**

Please identify the project or projects that each recommender is able to discuss in detail. Generally, we prefer to discuss one or two projects per letter in order to ensure that the letters are of a reasonable length and emphasize your other qualifications, such as your publication and citation record, as well. Therefore, please list the project that you would prefer each recommender to discuss first. For example, if a dependent recommender has worked with you on one of your projects, you should list that project first. However, please note that we need to discuss each project from your summary of contributions at least once in the letter set, so we may not always be able to discuss your preferred project if that recommender is also able to discuss projects the others cannot.

We also ask that you list the project numbers from the summary of contributions in this section to ensure accuracy (i.e., project 1, project 2).

**c.**  **Please note if recommender has cited a project, and, if so, please provide the title and publication details of the citing paper as well as an explanation of how the recommender used your work. Please also be sure to include this information in the implementation section of the appropriate project in your summary of contributions.**

If an independent recommender has cited one or more of your projects, please provide all relevant details for the citing paper (authors, title, journal, date) as well as a brief explanation of how the recommender used your research in the article. This information should also appear in the implementation section of the appropriate project in your summary of contributions. Based on this information, we will be able to include a detailed discussion of how the recommender utilized your research in the recommendation letter, which will emphasize the significance of your work.