

Applicant Instructions for Requesting Letters of Recommendation

This program requires three blind letters of recommendation from individuals who are familiar with the applicant's qualifications. The letters must be uploaded by the author of each letter to BWF's grant application system.

Log in to BWF's grant application system and proceed to the "Recommenders" page (see Figure 1 below).

1. Enter the name and email addresses of the Recommenders. Individual or group requests may be made. To send an individual request, remove the check from the "Send Email" boxes. To send a group request, check all "Send Email" boxes. *It is highly recommended that you notify the Recommender to expect the email.*
2. Input the name of the individual to write the letter of recommendation in the "Name" field. Insert the email address of the Recommender in the "Email Address" field.
3. Check or uncheck the "Send Email" box according to group or individual email requests.
4. Click the **SEND** button.

Figure 1

Figure 1 shows the "Recommenders" page in the Career Awards for Medical Scientists Program Application system. The page displays a table for adding recommenders, with columns for Name, E-mail Address, Send email, and Remove. Two recommenders are listed: Melanie Scott and Debra Holmes. Arrows point to the Name and E-mail Address fields with the instruction "Insert the name of the Recommender(s) here". Arrows point to the Send email checkboxes with the instruction "Confirm the send email box is checked". An arrow points to the Send button with the instruction "Remember to press the SEND button". Another arrow points to the E-mail Address field with the instruction "Insert valid email addresses for Recommenders here".

Name	E-mail Address	Send email	Remove
Melanie Scott	melanies@bwfund.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debra Holmes	dholmes@bwfund.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Save & Finish Later, Next, Send, Remove

Letters of Recommendation Instructions (continued)

4. A notification email template will appear (Figure 2). The email will be sent from the applicant's email address used to log in to the BWF grant application system. *(If you do not receive the email template notification box, an email will not be generated).* This email will contain a web link generated by the system to which the recommender can log in to the system and upload the requested letter.
5. Type in a valid subject line, such as Letter of Recommendation for <<Applicant's name>>.
6. Include a message that will be sent to each recommender explaining the process and/or refer the recommender to the instructions for submitting a confidential letter on the BWF web site. It will be helpful to include the instructions below in the message of the email:

I am preparing a grant application for the Burroughs Wellcome Fund (BWF) <<Insert program name>> and would like to request a letter of recommendation from you. The letter must be submitted electronically to the Burroughs Wellcome Fund by <<insert a date a few days before the official deadline>>. BWF is requesting all letters be on official letterhead, include a signature block, and be uploaded as a PDF file. The link below will direct you to the site to upload the letter. You will be required to login using the same email address at which you received this email communication. Once you are logged into the site, please choose the appropriate letter from the drop down box, browse for the file and click upload. Once the letter is uploaded, click the finished button. You should receive a note on the screen thanking you for your submission.

If you have issues with the email link, please copy and paste the entire link into your web browser. Also, please verify you are using the correct email address to log into the site.

Figure 2

The screenshot shows a web browser window displaying the Burroughs Wellcome Fund Career Awards for Medical Scientists Program Application. The page has a header with the BWF logo and navigation links: Contact Us, Help, and Logout. The main content area is titled "Notify Selected Recommenders". It contains a form with the following fields:

- Your Email: ms@bwfund.org
- *Subject: [Text input field]
- *Message: [Large text area]

Below the *Message field, there is a "Maximum (5000) characters" label and two buttons: "Send" and "Cancel".

Two red callout boxes are present:

- A red box with an arrow pointing to the *Message field containing the text: "Insert instructions to Recommender here".
- A red box with an arrow pointing to the "Send" button containing the text: "Remember to press the SEND button".

Letters of Recommendation Instructions (continued)

7. Press the “Send” button.
8. You will see a “red” message indicating the selected recommenders have been notified (see Figure 3).

Figure 3

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Career Awards for Medical Scientists Program Application

[Contact Us](#) [FAQs](#) [Forms](#) [Logout](#)

★ Required before final submit Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Review My Application](#) [Printer Friendly Version](#) [Email Draft](#)

Recommenders

Selected recommenders have been notified.

Please provide a valid email address for individuals submitting letters of recommendation for your application. Mark the send email checkbox and click the send button to email each of your recommenders a link for uploading the requested letter of recommendation to your application. It is suggested that you notify the recommender to expect the email. Once the letter has been uploaded, the document will be listed on the Attachment page of this application. The red asterisk(s) indicates the minimum number of letters required. You will be able to submit the application after the required number of letters are uploaded to the application. If you need to change any of your recommenders, you must (1) remove the original recommender, (2) enter the email address for the new recommender, (3) mark the send email checkbox, and (4) click the send button to email the new recommender a link for uploading the requested letter of recommendation to your application.

Name	E-mail Address	Send email	Remove
* Melanie Scott	melanies@bwfund.org	<input type="checkbox"/>	<input type="button" value="Remove"/>
* Debra Holmes	dholmes@bwfund.org	<input type="checkbox"/>	<input type="button" value="Remove"/>

9. Click “Next” to proceed to the Attachments Page (Figure 4). Once the requested letter has been uploaded by the Recommender, it will be listed as an uploaded file on the Attachments page. *Note: the applicant will not have access to view the file.*

Letters of Recommendation Instructions (continued)

Figure 4

The screenshot shows the 'Career Awards for Medical Scientists Program Application' website. The page is titled 'Attachments' and displays a table of 'Uploaded Files'. A red callout box with white text points to the 'Letter of Recommendation' file, stating: 'Once the letter has been uploaded by the Recommender, it will appear on the Attachments page'.

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Career Awards for Medical Scientists Program Application

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* Required before final submit

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Attachments

Uploaded Files

Title	File Name	Uploaded	E-mail Address	Size	Remove?
Letter of Recommendation	Scott_Letter_of_Recommendation.pdf	09/27/2010 10:55:09 AM	melanies@bwfund.org	7 KB	
Total size of uploaded files				7 KB	
Available				25,593 KB	

[Remove](#)

Below is a list of attachments that must be uploaded to apply for the Career Awards for Medical Scientists Program. Some are required and others are optional, as noted. More details on specific information to be included in the documents are available on the BWF website. Any required templates can be accessed by clicking on the "Forms" link in the menu above. The requested attachments are:

- Candidate's Biosketch (four page limit; template required)
- Scientific Abstract (one page limit; template required)
- Research Plan (required; six page limit)
- Bibliography (optional)
- Reprints (up to three; one required and two optional)

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