

**BURROUGHS WELLCOME FUND**  
Career Awards for Medical Scientists  
Sponsor's Annual Letter of Evaluation

Reporting Fiscal Period: September 1 to August 31

**DUE: NOVEMBER 1**

Recipients of the Career Award are required to have their sponsor or department chair write an annual letter of evaluation to supplement their progress reports. Progress reports cover the period September 1 through August 31, and *must be received by November 1 or the awardee's funds will be interrupted*. Your letter should summarize the awardee's research progress and career growth during the period. You may complete this form in lieu of the letter. Your letter, or this form, may accompany the awardee's progress report or be emailed separately to [cams.progress@bwfund.org](mailto:cams.progress@bwfund.org), but *must be received by November 1*. PLEASE PRINT OR TYPE.

BWF ID#: \_\_\_\_\_ AWARDEE NAME: \_\_\_\_\_

Current academic title: \_\_\_\_\_ Institution: \_\_\_\_\_

During this reporting period were you in a no-cost grant extension?     Yes     No

Name of sponsor writing the letter of evaluation: \_\_\_\_\_

Was the awardee's research progress and career growth satisfactory? Include the awardee's grant application and publication activity in your evaluation. If the awardee was in a no-cost grant extension during the reporting period, please comment on his or her progress toward tenure. Check one and comment.

Exceptional     Satisfactory     Unsatisfactory

Comments:

Are there any exceptional accomplishments or potential issues that should be brought to BWF's attention?

\_\_\_\_\_  
Sponsor or Department Chair Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date