### Referee Instructions for Mentored Research Career Development Awards:

Name of Candidate *(First & Last Name as shown in the eRA Commons*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s eRA Commons UserName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOA Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The candidate is applying to the NIH for a Career Development Award. The purpose of this award is to develop the research capabilities and career of the candidate. These awards provide salary support and guarantee them the ability to devote at least nine person months (75% of their total professional effort) to research for the duration of the award. Many of these awards also provide funds for research and career development costs. The award is available to persons who have demonstrated considerable potential to become independent researchers, but who need additional supervised research experience in a productive scientific setting, as well as to newly independent researchers.

Please put the name of the candidate at the top of the letter. Also, be sure to include your name and title in the letter.

In two pages or less (PDF format), describe the qualities and potential of the candidate for the career development award program for which support is being requested. This should include your evaluation with special reference to:

* potential to become an independent research scientist;
* evidence of originality;
* adequacy of scientific background;
* quality of research endeavors or publications to date, if any;
* commitment to health-oriented research; and
* need for further research experience and training
* any additional related comments that the referee may wish to provide

Referees may provide any additional, related comments that they believe will help reviewers evaluate the merit of the candidate’s application.

**Submitting Reference Letters**

Letters may be submitted directly to the eRA commons at: <https://public.era.nih.gov/commonsplus/public/reference/submitReferenceLetter.era>.

Reference Letters are due by the application receipt deadline date but may be submitted any time after the FOA opens. Reference Letters can be submitted before the grant application submission, and will be held and later linked to the appropriate application once they are received at NIH.

You will be requested to enter the following information on-line at the time of submission:

 **Referee Information:**

* Referee First Name (Required)
* Referee Last Name Required)
* Referee MI Name (Not Required)
* Referee Email (Required)
* Referee institution/affiliation (Required)
* Referee department (Required)

**Candidate Information:**

* PI Commons User ID (Required)
* PI’s last name, as it appears on the PI’s Commons account (Required) (will be validated to ensure they match)
* Funding Opportunity Announcement (FOA) Number (Required)
* Reference letter confirmation number (Required only if resubmitting a letter; not required otherwise)
* Reference letter – two pages maximum; PDF format

After you have submitted your letter, both you and the candidate will receive a confirmation of receipt by e-mail. The confirmation sent to the candidate will include your name and the date your letter was submitted. However, the letters are confidential and the candidate will not be able to access the letters themselves. Your e-mail confirmation will include a Reference Letter Submission Confirmation Number. The Confirmation Number will be required when resubmitting letters for the current round. Please print the confirmation e-mail for your records.