*2024: Prepare on organization letterhead and sign manually. Two pages maximum; Attach in Supplementary Documents section of application.*

National Science Foundation

(Directorate)

(Division)

4201 Wilson Boulevard

Arlington, VA 22230

(Date)

To whom it may concern (or may directly address cognizant Program Officer)

My name is \_\_\_\_\_\_\_\_\_and I am the Department Head for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College at Mississippi State University. I am writing to share my full endorsement of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s career and educational development plans presented in her proposal to the National Science Foundation’s CAREER funding opportunity. Dr. \_\_\_\_\_\_\_\_\_\_\_\_is currently an Assistant Professor holding a tenure-track appointment at our institution and is eligible for the CAREER program.

*The Departmental Letter should be no more than 2 pages in length and include the department head's name and title below the signature. The letter should contain the following bulleted elements. Note that the Department Letter should not be construed as a Letter of Support for the PI and should address only the items listed above.*

* *A statement to the effect that the PI is eligible for the CAREER program. For non-tenure-track faculty, the Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-tenure status, pursuant to the eligibility criteria specified above. Further, for nontenure-track faculty, the Departmental Letter must clearly and convincingly demonstrate how the faculty member satisfies all the requirements of tenure-track equivalency as defined in the eligibility criteria specified in this solicitation.*
* *An indication that the PI's proposed CAREER research and education activities are supported by and advance the educational and research goals of the department and the organization, and that the department is committed to the support and professional development of the PI;*
* *and a description of:*
	+ *a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission of his/her department/organization, and*
	+ *b) the ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI, in the context of the PI's career development and his/her efforts to integrate research and education throughout the period of the award and beyond.*

Thank you.

*Department Head name and title*