**Academic Pediatric Association**  
**Educational Scholars Program**

**Instructions for Letters of Support**

Letters of reference should comment on the applicant's ability in each of the following areas, where appropriate:

1. Strengths of applicant in education, academics and research
2. Potential for development of a successful career as an educator in academic medicine.
3. Initiative and motivation in academic pursuits related to education(ability to complete projects and produce publications and presentations).
4. Other indicators of fit for program (e.g., innovative, collaborative, open to feedback, time management).

If you are writing the letter as a **Supervisor,** please include the following statement in your letter:

“I attest that if selected to this program, I will guarantee 10% FTE protected time and timely payment of program fees for this faculty member.”

If you are writing the letter as a **Mentor,** please include the following statement in your letter:

“I attest that I will serve as the Mentor for this faculty member and will be responsible for guiding their project, connecting them with resources/ collaborators, and helping them to navigate institutional and local policies for IRB, etc.”

*Letters must :*

1. *Originate from you as the author*
2. *Be signed with your electronic signature*
3. *Signed version forwarded to the applicant*
4. *The applicant will include your letter as part of their application packet*