1. **Departmental Letter.** In recognition of the teacher-scholar role of beginning faculty members, NSF encourages organizations to value and reward the integration of research and education. This integration of research and education requires close collaboration between the CAREER principal investigator and his/her organization throughout the award. To demonstrate the department's support of the integrated research and education plan of the CAREER awardee, the proposal must include one (and only one) letter from the PI's department head (or equivalent organizational official). If a proposal is in two departments, the letter should be signed by the Department Head in which tenure will be granted. In those cases where tenure is a joint decision, the letter should be signed by both Department Heads. The letter, which will be included as part of the consideration of the overall merits of the proposal, should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the CAREER award. A letter that fails to acknowledge institutional commitment to the professional development and mentoring of the PI in both research and education may disadvantage an otherwise outstanding proposal.

The Departmental Letter should be approximately NO MORE THAN TWO PAGES in length, and include the department head's name and title, below the signature. The letter should contain the following elements:

- An indication that the PI's proposed CAREER research and education activities are supported by and integrated into 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;

- A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the goals 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; and

 Verification that the PI is eligible for the CAREER program.

**Current Date**

**RE: NSF CAREER PROPOSAL BY XXXXXXXXXXXXXX**

**Dear NSF Career Panel:**

I have read and I endorse this career-development plan. I attest that the PI's career-development plan is supported by and integrated into the educational and research goals of the department and the organization. I personally commit to the support and professional development of the PI.

The XXXXXXX at the Illinois Institute of Technology will support the PI during the course of this proposed NSF Career project. For instance a XXXXXXXXX will XXXXXXX (a faculty member will support xxxx – the writer could talk about the teaching load or other areas that may change). Additionally the department will provide (additional resources, etc.)

Finally, I confirm the CAREER eligibility information that the PI has self-certified in the proposal submission process.

**Sincerely,**

**DEPARTMENT HEAD AND TITLE (THIS IS A REQUIREMENT BY NSF)**