



THE WARREN ALPERT  
**Medical School**  
BROWN UNIVERSITY

## SRA/SC Application 2025 Faculty Letter of Support Cover Page

Faculty Information	
Name	
Department/Institution	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	

Medical Student Information	
Name	
E-Mail Address	

Application Review (to be completed by faculty member)	
YES	I have reviewed the student's completed project proposal/application, discussed with the student any necessary institutional review required, and I confirm that IRB and/or IACUC application has been submitted, approved, or does not require IRB/IACUC review.

**Faculty cover sheet, letter of support, conflict of interest form, and IRB documentation should be sent to the student for inclusion in their application which is due February 3, 2025.**

## Guidelines for Faculty Letter of Support

Please note that the review committee views faculty letters of support as an important aspect of a student's application for funding. It has been strongly suggested to students that they meet with you as early as possible, ideally prior to the winter holiday break in December. *Students should review their application and project proposal with you prior to submission.*

Letters of support should highlight the following:

- A brief overview of the proposed project and the student's role
- Your goals for the student's learning
- The extent to which appropriate mentoring and support is in place (including information regarding your relationship with the student, the extent to which you and the student have collaborated on a summer plan and discussed expectations of the student and the faculty mentor, the frequency of meetings planned for the summer, plans for scholarly outputs, etc.)
- The extent to which you support the proposed project and believe it to be of educational value
- If there is a primary and secondary mentor, the primary mentor is required to submit a letter of support. A second letter from the secondary mentor is acceptable but not required, or the mentors can co-sign a single letter.

### Note on IRB/IACUC Documentation

If your project involves human subjects or animal subjects research, please provide the student with documentation of the IRB (Brown/Brown University Health/CareNE) or IACUC submission. Approval is not required at the time of application but should be submitted by time of the student's application, and approval obtained prior to student work on the project in the summer. IRB issues are one of the main reasons student projects become delayed, so please make sure to work with your student to ensure they have any required approvals or exemptions by May 2025 at the latest.

Students are required to submit documentation of IRB submission (or approval letter if available) with their application. Acceptable documentation of submission can include an email confirmation, screenshot of the submission, or letter requesting revisions. If you are unsure whether the student's project requires IRB approval contact the IRB coordinator at the appropriate institution for clarification.

Brown's [Does my project need HRPP/IRB review?](#)

Brown IRB: Christine Wallace ([christine\\_wallace@brown.edu](mailto:christine_wallace@brown.edu))

Brown University Health IRB: [Link](#) to book time with IRB Navigators