NRC Research and Fellowship Programs
Letter of Recommendation Instructions

Deadline

Letters of Recommendation must be uploaded by letter writers via the online application module **no later than the current review deadline at 5:00 PM ET**.

Eligibility Criteria for Letter Writers

Letter writers may not be employed in any capacity or at any location of the agency to which the applicant is applying unless the letter writers have served as a mentor or collaborator on research performed while the applicant was a student, postdoc, or faculty member. Research Advisers are **not permitted** to submit letters of recommendation in support of applications to their own Research Opportunities.

Letters submitted by ineligible letter writers will be removed from the application and will not be counted towards the number of required letters for the application.

Length and Formatting

- Letters should not exceed two pages.
- Letters must be saved in .pdf format prior to upload.
- Letters must be smaller than 4 MB.

Browser Compatibility

For the best experience, letter writers should use the current version of **one these browsers:**
- Chrome
- Edge
- Firefox
- Safari

Recommendation Letter Content

In order to best support the applicant, letter writers should:

- Note how long and in what capacity they have known the applicant.
- State how the applicant compares relative to peers.
- Describe the applicant's skills as a researcher (e.g., technical skills, innovative thinking).
- Mention research accomplishments by the applicant.
- Comment on the strengths of the research proposed by the applicant and how their qualifications fit with the proposed research.
- Give their opinion of the applicant's ability to work independently and/or as a member of a team.
- Provide their overall assessment of the applicant.

The information contained in the letter of recommendation will not be made available to the applicant or otherwise publicly disclosed except as required by law.