# Sample Provost Letters Certifying R15 Eligibility

The Letters of Support attachment on the PHS 398 Research Plan form must include a signed letter from the Provost or similar official with institution-wide responsibility certifying that organization and PI eligibility criteria listed in the R15 opportunity are met.

We have provided a sample letter for each of the R15 programs

* Academic Research Enhancement Award (AREA)
* Research Enhancement Award Program (REAP)

## Sample Provost Letter certifying **AREA** eligibility

Dear Program Director,

With this letter, I am attesting that our College of Arts and Sciences (CAS) has more undergraduate enrollment than graduate student enrollment at the date of submission, and Dr. W holds a primary appointment in the CAS. The College focuses almost exclusively on providing undergraduate students with a liberal arts education, but we have a few masters students.

I also certify that all non-health professional components of the institution together have not received support from NIH totaling more than $6 million per year in 4 of the last 7 years in both direct and F&A/indirect costs.  
  
Thank you for your consideration of Dr. W’s proposal.

Sincerely,

Provost (or similar university-wide official)

## Sample Provost Letter certifying **REAP** eligibility

Dear Program Director,

With this letter, I am attesting that our School of Pharmacy and Dr. A meet all the eligibility requirements as stated in PAR-19-135.

University X has not received support from NIH totaling more than $6 million per year in 4 of the last 7 years in both direct and F&A/indirect costs. This calculation was based on all NIH dollars awarded to all colleges, schools and departments at the university.  
  
Moreover, Dr. A holds a primary appointment in the School of Pharmacy, which as defined in the FOA is a health professional school.

Thank you for your consideration of Dr. A’s proposal.

Sincerely,

Provost (or similar university-wide official)