



<b>Research Funding Applications</b>		
<b>Organization</b>	<b>Scholarship/Grant/Award</b>	<b>LOR Deadline</b>

<b>Postdoctoral Fellowships/Programs/Positions</b>		
<b>University &amp; Department</b>	<b>Sponsoring Faculty Member(s)</b>	<b>LOR Deadline</b>

Please describe any additional awards, achievements, projects, or extracurricular activities that are NOT on your CV that may be helpful for Dr. Allen in writing your letter.

**Additional Information.** If you are applying for anything not listed above and require a LOR, please provide details here.

## Next Steps Checklist

- Fill out this form entirely
- Request a meeting with Dr. Allen **via email** with the email subject “Letter of Recommendation Meeting - [First Name] [Last Name]”. Send the email using your Tufts email address (otherwise it may go to spam). Include the following as attachments in this email:
  - A **PDF copy of this form**
  - **Application Materials** (Essays, Writing Samples, Cover Letters, links to application information if applicable)
  - **Brag Sheet** (if applicable)
  - Most updated copy of your **CV**
- Ensure at least a 6 weeks’ (about 1 and a half months) notice prior to LOR submission and frequent follow-up check-ins closer to the deadline

## Agreement

I, \_\_\_\_\_ (Print Name), understand that I am not entitled to a copy of my letter of recommendation and will not receive a copy unless otherwise specified by Dr. Allen. I also agree that I am requesting this letter in advance notice and, if not, have spoken with Dr. Allen about the urgency of my request.

Date \_\_\_\_\_

Student Signature \_\_\_\_\_