

Waterman Letter of Reference Template

Letterhead

Date

Alan T. Waterman Award
National Science Foundation

Dear Alan T. Waterman Award Committee:

Letters of recommendation are a critical component of the nomination. The nomination must include four letters of recommendation from individuals who are not from the nominee's home institution. Incomplete nominations will not be reviewed by the Committee.

For context, letters should begin by indicating how long the letter writer has known the nominee and in what capacity(ies).

The following tips are suggested for preparing strong letters of recommendation:

1. Describe how you believe the nominee has demonstrated exceptional individual achievement in scientific or engineering research of sufficient quality, originality, innovation, and significant impact on the field so as to situate themselves as a leader among peers.
2. Highlight accomplishments of nominee that you are most familiar.
3. Discuss the significance of the nominee's work and how it has contributed to your field of study.
4. Describe familiarity with some or all of the work discussed in the nomination, but do not duplicate what is in the nomination narrative.
5. Mention other pertinent information about the nominee that may be helpful to the committee members in their evaluation.

Letters of recommendation are limited to TWO pages. Letter writers will receive an auto-generated email with a link to upload the letter. Letters must be uploaded prior to the nomination deadline.

Letters should be saved as a PDF file before uploading. The file should be named with the last name of the nominee, underscore, first name, underscore, the word "rec" and the last name of the person writing the support letter (*Doe_Jane_recSmith.pdf*).