

[Insert Text Below on Institutional Letterhead]

Department Chair's Letter for DE-INBRE Pilot Project Award Application

Date:

Dear review committee members,

As the chair of *(add department name)* department, I am happy to support Dr. Smith's *(add PI name)* Delaware INBRE Pilot Project (take-off, booster, DE data science award, *choose 1*) application titled, "*add title*". Dr. Smith's *(add PI name)* research is focused on *(state research focus)*.

I also confirm that Dr. Smith *(add PI name)* will be able to devote at least 25% of their professional effort towards research and career development activities as is required to be considered for DE-INBRE Pilot Project funding.

If you have any follow-up questions regarding this proposal, feel free to email me at *(add chair's email id)*.

Sincerely,

[Add chair signature]

Chair Name, Position