

**UHAND (University of Houston/MD Anderson Cancer Center)  
Program Mentor Guidelines for Writing Letters of Support  
(DOCTORAL STUDENTS ONLY)**

To ensure that our program meets the highest standards in selecting UHAND scholars and to enhance the review process, we encourage potential mentors to use the following guidelines when writing a Letter of Support for your UHAND applicant.

- The letter should be 1) submitted on institutional letterhead, 2) signed by the mentor and 3) addressed to UHAND Directors, Drs. Shine Chang and Kayce Solari Williams
- **Descriptive subject line:** To identify your application, the subject line should include applicant name, fellowship and letter type. Example: Jane Doe, UHAND Scholar - Letter of Recommendation.
- The letter should include the following components:
  - Brief description of the capacity you know the applicant and your thoughts on their potential for conducting cancer disparities research
  - Brief statement/paragraph about the proposed project and its relation to cancer disparities
  - Explanation of how this project could be part of or focus of a PhD Dissertation or postdoctoral research in cancer disparities
  - Statement of your commitment to training and mentoring the applicant during the entire fellowship period
  - Description of current mentoring capacity:
    - How many trainees at each level (undergraduate, predoctoral, postdoctoral) do you advise?
    - Description of the data and resources your lab has available to support the applicant's proposed research
- Please submit original letters on institution letterhead to the UHAND Recommendation Portal - [www.uhandpartnership.com/recommendation](http://www.uhandpartnership.com/recommendation)