The Department of Surgery is highly supportive of resident efforts to apply for funding to cover their research year(s). Given the volume, the Chair’s office has requested a standardized timeline and process for these requests as follows:

To initiate a request, please email Dr. Sosa and cc both her assistant Sabrina Lum (Sabrina.Lum@ucsf.edu) and your primary research mentor at least 2 weeks prior to the deadline. Please include:

- A “near final” draft LOR that is directly responsive to the specific grant. Please ensure that at least 1 of your research mentors has reviewed and edited the letter.
- Your CV
- Grant information (either as a link or as an attachment).
- Application deadline
- Instructions as to what Sabrina should do with the LOR, after it is completed and signed (e.g. upload to grant website; return to you; etc.).

Please direct any questions about the status of an LOR to Sabrina.
Tips for Preparing Chair’s Letter of Support for Resident Grants

**Timeline.** Draft letters to the Chair’s Office must be submitted 10 days business days (2 weeks) prior to the sponsor's due date: [https://surgeryresearch.ucsf.edu/grant-submission.aspx](https://surgeryresearch.ucsf.edu/grant-submission.aspx)

**Tailored.** Each letter must be tailored to the particular funding opportunity. **One letter does not fit all!** Please consider, for each application, what should be enumerated with respect to the:

- **Candidate:** specific and relevant achievements, training (including degrees), and expertise
- **Mentor:** specific and relevant experience and qualifications

**Proofread.** “Draft letter” does not mean a first draft. Before submitting it to the Chair’s Office, both the resident and the mentor should carefully proofread the letter for grammar, punctuation, and appropriate wording. Specific issues for Letters of Recommendations include:

- The resident should not be referred to by their first name. Use “Dr. Lastname” only.
- The pronoun ‘We’ should not be used as this includes Dr. Sosa, the Chair.

Here is a list of common mistakes to look for in formal writing:

1. **“Fewer” and “less.”** “Fewer” is used with nouns you can count (“one meeting, two meetings”), and “less” is used for uncountable nouns (you can't say “one effort, two effort”). You can have fewer meetings with less effort.

2. **Subject-verb agreement.** Use plural verbs for plural nouns and singular verbs for singular nouns.

3. **Possessive nouns.** If the noun is plural, add the apostrophe after the s (the dogs' bones). If the noun is singular and ends in s, put the apostrophe after the s (the dress' blue color). If the noun is singular and doesn't end in an s, add the apostrophe before the s (the lizard's tail).

4. **Misplaced modifiers.** Modifiers should stick with the phrases they modify. "I lectured the new employee, who had been working for a day" rather than "Having been working for a day, I lectured the new employee."

5. **i.e vs e.g.** These terms are not interchangeable: "i.e." roughly means "that is" or "in other words," but "e.g." means "example given" or "for example." The former is used to clarify something you've said; the latter adds color to a story through an example.

6. **Who vs that.** When you're describing a person, use "who". When you're describing an object, use “that."

7. **Your, you're.** “Your” is possessive and “you're” is a contraction of “you are.”

8. **Its, it's.** “Its” is possessive and “it's” is a contraction of “it is.”

9. **To, too.** “To” is a direction. “Too” means “also” or “as well”.

10. **Their, there, they’re.** “Their” is the possessive of “they”, as in “They left their cell phones at home.” “There” refers to a place, or introduces the subject of a sentence or clause, as in “There is still hope.” “They’re” is a contraction of “they” and “are”.

11. **Complement, compliment.** “Complement” refers to something that completes something else. “Compliment” refers to courtesy, especially in the form of admiration, esteem, or approval,” such as when paying someone a compliment for an achievement.

12. **Affect, effect.** When talking about a change itself -- the noun -- use “effect”, as in “That movie had a great effect on me.” When talking about the act of changing -- the verb -- use "affect", as in “That movie affected me greatly.”