INSTRUCTIONS

SHEA members who would like to request a letter of support from SHEA must submit the following information, described to the right, to info@shea-online.org:

1. Contact information
2. Format information
3. Draft content for letter

Requested letters will be reviewed and approved/declined by SHEA Board leadership. SHEA reserves the right to decline requests.

ELIGIBILITY

Requests for letters of support may be submitted by SHEA members in good standing for the current calendar year.

The purpose of the requested letter of support should align with SHEA's mission and vision, and support the advancement and promotion of healthcare epidemiology and antimicrobial stewardship.

Allow for at least 2 weeks of turnaround time.

CONTENT

Please provide the draft content for the letter, including:

- Title and/or reference information for opportunity
- Brief description of relevance to SHEA and value to field
- For research proposals:
  - Title of your proposal
  - Brief description of aims
- If applicable, request(s) for future SHEA involvement in proposal (e.g., use of the SHEA Research Network)

SHEA reserves the right to write and/or perform editing of any drafted content.

If the letter is being submitted for a grant or contract, please attach a PDF of the announcement or RFA, or provide the link with your request.