<Date>

<Institute-Specific Diversity Supplement Project Officer>

Program Official

<Office>

<Institute/NIH>

<Address>

RE: Research Supplements to Promote Diversity in Health-Related Research - <current program announcement, PA-21-071>

Dear <P.O. Name>,

Ms. X is eligible for a Research Supplement to Promote Diversity in Health-Related Research based on <eligibility criterion (e.g., their race/ethnic group membership)> and US citizenship <or status as a permanent resident of the US if not a US citizen>. We are pleased to submit an application on her behalf for our grant, <project name (grant number)>. <Applicant’s race/ethnicity> are underrepresented in health and science programs in the US overall and at the University of Washington (UW). While <race/ethnicity> are the <X most populous group> in the US, representing nearly X% of the US population1 , <race/ethnicity> are under-represented at every level of higher education. Recent reports indicate only X% of <race/ethnicity> are earning Bachelor’s degrees at 4-year universities. 2 In addition, only X% of all Master’s degrees and X% of all Doctoral degrees in the STEM disciplines were earned by <race/ethnicity>3 , highlighting an overwhelming need for effective recruitment and retention programs that target <race/ethnicity> in STEM fields.

The UW Graduate School issued a report to articulate the urgent need to recruit, maintain, and increase the presence of underrepresented minority graduate students throughout its schools and colleges. 4 From <date> through <date>, the UW Graduate School reported X% of Master’s degrees and X% of Doctoral degrees were awarded to <race/ethnicity>. 5 In addition, X% of UW tenured faculty are <race/ethnicity>, and the percentage of underrepresented UW faculty has not increased over the past X years.5

Granting this award to Ms. X would help improve representation of <race/ethnicity> in science at the national and institutional level. Ms. X is a dedicated advocate and mentor, who promotes the advancement of <race/ethnicity> in higher education and in STEM disciplines. She currently <insert applicant’s activities that demonstrate commitment to EDI>. As a <eligibility criterion>, her post-graduation plans include <insert applicant career plans and goals>.

We greatly appreciate your time and consideration of this application and look forward to your response.

Sincerely,

Professor X (PI of parent grant)

Professor Y (co-mentor if there is a co-mentor)

Carol Rhodes, Office of Sponsored Programs University of Washington

1US Census, Facts for Features, <Race/ethnicity>

<https://www.census.gov/newsroom/facts-for-features.html>

2Pew Research Center, Fact Tank: <Race/ethnicity>

<https://www.pewresearch.org/short-reads/>

3US Department of Education: <Race/ethnicity>

<https://www.ed.gov/>

4University of Washington 2017-2021 Diversity Blueprint <https://uw-s3-cdn.s3.us-west-2.amazonaws.com/wp-content/uploads/sites/48/2018/07/24025214/17_DiversityBlueprint-010917.pdf>

5UW Profiles, UW Office of Planning & Budgeting

<https://www.washington.edu/opb/uw-data/uw-profiles-information/>