

Letters of Recommendation – Referee guide

All Mentors and Non-Mentor Referees named by a Fellowship applicant must complete a Letter of Recommendation. The recommendation will be submitted online to the Autism Speaks Science Grants System (<https://science.grants.autismspeaks.org>). For those who have not previously registered in the system, a profile will have been created by the Fellowship applicant and already exists– you do not need to register yourself.

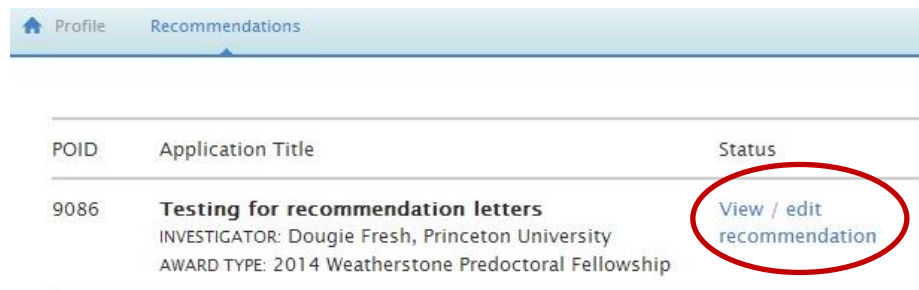
As soon as the candidate’s Letter of Intent is accepted for full application, all named mentors/referees will receive an email notification giving instructions for submitting a letter of recommendation on the applicant’s behalf. The applicant will not have access to the content of the recommendation letters.

The recommendation will be completed in the online form made up of text boxes. No uploads will be accepted.

Use the system link in the email to log in. Use the email address that the confirmation was sent to when logging in. Utilize ‘forgot password’ to get help logging in.



Once logged in, complete the information on the profile page. Then, click on the Recommendations link in the navigation bar. This will take you to the Recommendations list which includes the applicant’s name and the award type.



Click on View/Edit to access the recommendation form.

You may copy & paste from an offline document. Text boxes will not maintain any formatting.

The following areas are included:

- i. commitment to a career focusing on autism-oriented research
- ii. potential for conducting research
- iii. adequacy of scientific and academic background with specific reference to the candidate’s academic and research endeavors, including any publications, to date
- iv. evidence of originality
- v. specific areas of further research training that would benefit the candidate
- vi. any additional related comments that the referee may wish to provide



You may save a draft if you wish. Click ‘Submit Letter of Recommendation’ when you are done. Your recommendation will remain editable (even after its submission) until the application has been submitted and/or the application deadline has past.

After the application has been submitted, you will retain read-only access to the LOR.

If you have any questions regarding the submission of Letters of Recommendation, please refer to the updated RFA or contact Joan New , Grants Manager (jnew@autismspeaks.org, 609-228-7313)