



Policy Regarding Requests for Letters of Support (LOS) Adopted 4.15.2019

The Getting to Zero SF (GTZ-SF) Consortium supports research and services aimed to inform our mission. Investigators and other entities affiliated with GTZ-SF may want to request a LOS from GTZ leadership.

Requests for letters of general support should be submitted at least two weeks prior to the preferred submission date.

Process

In an email request, applicants should include:

- 1) the purpose of the LOS (e.g., grant/proposal application, nomination to committee, etc.) and where it is going (e.g., NIH, NSF);
- 2) a description of the project/program/award
- 3) final draft LOS in .doc format

Applicants are requested to send their request and final draft LOS to GTZ-SF Coordinator, Courtney Liebi (courtney.liebi@ucsf.edu).

The GTZ-SF Coordinator will request a member of the GTZ Steering Committee with content expertise to review the request and draft LOS. The GTZ-SF Coordinator will verify no conflict of interest exists. If a conflict does exist, another reviewer from Steering will be invited to review.

The Steering Committee member reviewing the request and draft LOS makes a recommendation to the Committee. The Committee has three (3) days to reject the recommendation.

The GTZ-SF Coordinator will notify the Applicant and if approved will enclose the final LOS in PDF on GTZ-SF letterhead.

This process should be completed within 14 business days of receipt of the Applicant's original request.

NOTE: Getting to Zero SF reserves the right to not provide a letter of support if the request does not fall within the scope of our mission.

If you have questions about Getting to Zero San Francisco or would like more information, please contact Courtney Liebi at courtney.liebi@ucsf.edu or 415.437.7417.