MEDIZINISCHE FAKULTÄT HEIDELBERG

ACTION
Advanced Clinician Translational Innovation
Career Development Programm of the Heidelberg Faculty of Medicine

Guidelines for the Letter of Support

In accordance with the application guidelines of the Career Development Program, the application must include a **letter of support** from the hosting clinic or institute. This letter must be signed by the department head responsible for budget and personnel matters and must contain the following information:

- Confirmation that the financing of the clinical share of the position (50%) during the entire funding period is secured.
- Commitment to release the candidate from clinical duties to participate in the program's training modules.
- The employment contract at the start of the funding period shall have a minimum duration of three years. After the positive mid-term evaluation in the third year, a written commitment to permanent employment of the candidate is required.
- Confirmation that appropriate workspace for the implementation of the project is available.
- Assurance that the financial resources and infrastructure required for carrying out the project are available, including a specification of the physical facilities provided (building, floor, room).
- Confirmation that a senior physician (*Oberarzt*) position will be made available to the funded candidate upon completion of the program.

If you wish to use the suggested wording provided below, please transfer it to the official letterhead of the hosting clinic or institute and include the signed version with the application documents.
Of course, the parties are free to prepare an informal but binding letter containing the required information.

MF HD

Letter of support

Subject: Letter of Support *for (Prof. / Assoc. Prof.) Dr. First Name Last Name* for the Application to the Advanced Clinician Scientist Program ACTION, Heidelberg Faculty of Medicine

Salutation,
(e.g., **Dear Sir or Madam,** / **Dear Members of the Selection Committee,**)

I hereby express my full support for the application of *(Prof. / Assoc. Prof.) Dr. First Name Last Name* to the Advanced Clinician Scientist Program "ACTION" of the Heidelberg Faculty of Medicine. I confirm the following commitments:

- **Provision of appropriate workspace** for the implementation of the project.
- **Release of the candidate from 50% of clinical duties** to allow dedicated time for research.
- **Provision of the financial resources and infrastructure** (rooms, equipment, resources) required for conducting the project. The following office/laboratory space is designated for this purpose (please specify building, floor, and room numbers).
- **Support of the candidate's active participation** in the program's qualification modules.
- **Granting the status of an independent group leader** to (Prof. / Assoc. Prof.) Dr. First Name Last Name during the funding period.
- **Confirmation that the candidate's employment contract covers at least the first three years** of the program at its start. I further confirm that, following a positive mid-term evaluation, the position will be made permanent by the clinic and that a senior physician (*Oberarzt*) position will be made available to *(Prof. / Assoc. Prof.) Dr. First Name* upon completion of the program.
- **Assumption of mentorship**, together with the other designated mentors.

Sincerely,
Signature
Name
Title
Department / Clinic / Institute