**Memorandum**

Date: *(month day, year)*

To: Staff Scientist/Staff Clinician

From: Cynthia Masison, Ph.D.

Office of Scientific Programs, Office of the Director

Subject: SSSC Technical Enrichment Program (STEP) Letter of Intent

STEP was designed for staff scientists and staff clinicians (SSSC) to advance their career development while moving their research program forward. Time-limited, project specific funding will be provided by CCR for accepted applications.

Please submit a Letter of Intent providing the below information.

1. Title of Project
2. Names of Staff Scientist/Staff Clinician and Supervisor
3. Proposal Objective
4. Brief explanation of how the project fits into your current research project and how the lab will benefit from your additional training
5. Technical expertise required and potential Cores/Facilities (if known)
6. Expected Duration of the Project
7. Supervisor’s statement supporting enrollment into the program

Upon review of submitted letters, we will establish meetings between the appropriate cores/facilities, Office of Science Technology Resource staff and the SSSC to define a commitment/collaboration statement.

Sincerely,

Cynthia Masison, Ph.D.