We have changed the letter of recommendation process for the 2020-2021 application season. Though the entire application isn't due until 5 p.m. on March 1, the recommender's information page within the application portal needs to be completed several days before March 1 so we can send a link to your recommenders to upload their letters by the deadline. Do NOT wait until March 1 to begin your application!

Here is what the RECOMMENDER'S INFORMATION page looks like in the application:

RECOMMENDERS MUST UPLOAD LETTERS BEFORE 5PM ON MARCH 1, 2020. If you start your application too close to March 1, we will not have enough time to send your letter writers the upload link. Unless you are using a public computer, you can start your application and come back to it later. If you are using a public computer, please begin and complete your application several days before March 1, 2020.

You can give your recommenders the following document with instructions for them.
LETTERS OF RECOMMENDATION
SPECIAL INSTRUCTIONS FOR RECOMMENDERS

Dear letter writer,

Your student is applying for the NIH BUILD PODER program based out of California State University, Northridge. BUILD PODER stands for Building Infrastructure Leading to Diversity, Promoting Opportunities for Diversity in Education and Research. This program was established in 2014 with the goal to diversify the biomedical research workforce by training undergraduate students, many of whom are from underrepresented groups in biomedical science.

Thank you for supporting your student with a letter of recommendation. Your student will enter your email address into their online student application portal sometime before 5 p.m. on March 1, 2020. Once your student enters your email address, you will receive an email from buildpoder@gmail.com with a link to upload your letter of recommendation. Please upload a PDF directly onto that page (do not email your letter).

The deadline for recommender submissions is 5 p.m. on March 1, 2020.

If you have any questions regarding this process, please email buildpoder@gmail.com.

Thank you very much.

Sincerely,
NIH BUILD PODER

www.csun.edu/build-poder