

NSF Astronomy and Astrophysics Postdoctoral Fellowships (AAPF) Instructions for Host Institutions and Sponsoring Scientists

1. Candidates submitting proposals to the NSF AAPF Program must include a Letter of Commitment from each prospective host institution, signed by *both* the department chair (or equivalent) and the proposed sponsoring scientist.
2. The Letter of Commitment is prepared by the institution and forwarded to the candidate for inclusion with his/her proposal submission. If the candidate proposes to hold the fellowship concurrently or sequentially at more than one institution during the fellowship tenure, Letters of Commitment must be provided for all institutions involved. Letters of Commitment are also accepted from major institutional partners, such as educational centers or programs, which are critical for the conduct of the proposed work. Each Letter of Commitment is uploaded by the candidate during proposal submission in FastLane or Grants.gov.
3. The Letter of Commitment should certify that:
 - the proposed sponsoring scientist has read and approved the candidate's proposal;
 - adequate facilities and support will be provided for the Fellow to accommodate the proposed research and/or education activities;
 - the Fellow's plan for teaching or education is aligned with the institution's educational plans and goals, including a description of how any proposed course or seminar will complement existing curricula; and
 - that the Fellow will be fully integrated into the educational and research activities of the host institution.
4. The Letter of Commitment should also include a discussion of:
 - the role the proposed scientific and/or education mentor(s) will play in the professional development of the Fellow, and
 - the opportunities for training and research at the host institution that will be of particular benefit to the Fellow.
5. The NSF AAPF program relies on reviewed research and education proposals rather than applications. **Letters of recommendation will not be considered. A Letter of Commitment should not reflect a letter of recommendation and should make *no subjective statements* regarding either the candidate or the proposed research and education plan.**
6. The signed Letter of Commitment must be submitted by the candidate with his/her completed proposal prior to the proposal submission deadline.