

# SIMONS FOUNDATION

## How to Submit Confidential Letters of Recommendation: Instructions for References

As part of the application process to the Simons Foundation, a confidential letter of recommendation must be submitted in proposalCENTRAL by the reference chosen by the applicant. Applicants will not have access to your letter at any time.

Current or former advisors (other than the mentoring PI) or other scientists familiar with the applicant's work should write letters of recommendation. **Your letter of recommendation must be submitted by Thursday, September 6, 2018, 5:00 PM Eastern Time.** This is prior to the applicant's deadline.

To submit your letter of recommendation via proposalCENTRAL:

**Step 1:** If an applicant has correctly entered your email address in proposalCENTRAL, you should have received an email from **proposalCENTRAL Customer Support (pcsupport@altum.com)** with a link to submit your confidential letter of recommendation. Confirm that you have received this email. (Be sure to check your spam or junk folder!) If you did not receive this email, contact the applicant directly and ask them to resend the email.

**Step 2:** Complete your letter offline using standard word processing software (e.g., Microsoft Word). Sign your letter and save it as a PDF using your last name as the title of the document.

**Step 3:** When you are ready to submit your letter, find the link provided to you in the email mentioned in Step 1 above. Click on the link, and you will arrive on the proposalCENTRAL homepage. Your email address will auto-populate within the Login area. If you already have a system password, enter it. If not, you can click the FORGOT YOUR PASSWORD? link to create a password.

**Step 4:** After you login, you will arrive on the reference screen. Describe the attachment by entering your last name in the open field. Note: you will not be able to edit this field once the PDF is submitted.

**Step 5:** Next, select CLICK HERE TO BROWSE to search the files on your computer and locate your recommendation letter (PDF file). Select and then open the file.

**Step 6:** Once you see your file in the attachment field and the status on the screen changes to COMPLETE, the letter of recommendation has been successfully uploaded. You will also receive a confirmation email.

If you uploaded the wrong file or if you wish to submit a revised recommendation letter, you must click on DELETE FILE on the reference screen. Afterwards, submit a new letter by following the same steps above.

After the applicant submits the proposal, recommendation letters cannot be changed. The applicant's deadline is Tuesday, September 11, 2018, 5:00 PM Eastern Time.

For assistance with proposalCENTRAL please contact Customer Support by calling 1(800) 875-2562 or by email at: [pcsupport@altum.com](mailto:pcsupport@altum.com).