



## Reference request – information for referees

Thank you for agreeing to provide a reference for this application to the Royal Society of Tropical Medicine and Hygiene – **Early Career Grants Programme 2025**.

This information sheet details how your letter should be structured and what information should be included. If you have any questions, please email [greta.holmes@rstmh.org.uk](mailto:greta.holmes@rstmh.org.uk).

Your letter will be reviewed as part of the assessment as to whether the candidate is early in their career, and whether their project is viable for funding. Please make sure you have reviewed the application and budget before writing your letter of support.

Your letter of support should be compliant with the below:

- Please submit your reference on headed paper. We cannot accept references that are not on headed paper unfortunately.
- Please address your letter to **The Grants Manager** at the **Royal Society of Tropical Medicine and Hygiene**.
- Please sign the letter at the end, alongside your printed name.

If you are the **supervisor**, you should comment on:

- The feasibility of achieving the project's aims with the resources defined in the application.
- The relevance of the project to the subject area of research.
- The reasonableness of the budget, in total and for each budget area.
- The benefit of the project to the wider community.
- The mentorship and support you will make available to the applicant. RSTMH will ask you to comment on their results as part of the final report. We would expect supervisors to provide full support to the applicant if awarded.
- Verify that, to the best of your knowledge, the proposal is the applicant's own original work.
- Verify that, to the best of your knowledge, the applicant meets the guidance for being early in their career (see below for more information).

If you are the supervisor, please be aware that if the candidate you are endorsing is shortlisted for funding, then we will get back in touch with you during the due diligence process, to confirm the above information, and to ask some additional questions.

Moreover, if the candidate is awarded you will be asked to review the research report and actual budget at the end of the project. This is scheduled to take place in March 2027, at the end of the designated grant period.

If you are the **senior member from the employing or affiliated organisation**, you should comment on:

- The training and career development opportunities available to the applicant which are relevant to the project.
- The availability and use of relevant institutional resources.
- The mentorship and support available to the applicant.



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Guidance for whether the candidate is 'early in their career'

We expect candidates to be able to:

- Carry out research under supervision;
- Have the ambition to develop knowledge of research methodologies and discipline;
- Have demonstrated a good understanding of a field of study;
- Have demonstrated the ability to produce data under supervision;
- Be capable of critical analysis, evaluation and synthesis of new and complex ideas;
- Be able to explain the outcome of research and value thereof to research colleagues;
- Not be in a position to lead an independent research programme.

**Once you have written your reference, please share a PDF copy with the candidate, who will then upload this as an attachment to their application.**

Please make sure to save a copy of your reference letter in case this is required again at a later stage.

Thank you for your time in completing this letter of support.