Thank you for your interest in the SRCD U.S. State Policy Pre-doctoral Fellowship. Please use the following Letter of Intent template for your application and be sure to follow the instructions listed below.

**Please address the following information in each section of your Letter of Intent:**

1. *Applicant Background*

* Describe your policy research interests including background in child development research and interest in early learning and policy research

1. *Background and affiliation with the proposed state executive branch agency*

* Describe the proposed placement agency and the work they do. Identify a supervisor that may support the applicant during the fellowship
* Describe the applicant’s relationship with the state executive branch agency. If the academic mentor has a relationship, please *briefly* describe that relationship.
* Describe the types of work potentially available for the pre-doctoral fellow in the identified agency with the understanding that specific projects will be determined together with the agency when the fellowship begins and that projects will evolve during the course of the year
* Confirm that (should a full application be invited) it will be possible to obtain a letter of commitment from the identified state executive branch office, indicating that a placement with the agency will be feasible

1. *Academic mentor for the SRCD State Policy Pre-doctoral Fellow*

* Name the proposed Academic Mentor who will dedicate mentoring time to support the fellow throughout the fellowship year and fulfill all [fellowship mentoring requirements](https://www.srcd.org/professional-advancement/srcd-us-policy-fellowship-programs/state/pre-doctoral-application-process).
* Describe the professional support the academic mentor would provide to the fellow throughout the year, including (1) plans for frequency of meetings and whether these meetings would be one-on-one or part of ongoing meetings with a group of graduate students or a research team, and (2) providing guidance and sharing resources relevant to placement projects (within guidelines set by the agency regarding confidentiality). Support might include, for example, directing the fellow to research literature relevant to a project; serving as a sounding board in the formulation of a research question, evaluation plan, or plan for monitoring aspects of program implementation; or addressing issues with data analyses.
* Indicate how the fellowship would align with and contribute to (rather than derail progress towards) the doctoral training of the graduate student
* *Briefly* describe the Academic Mentor's background and research interests

**Formatting Guidelines:**

* Your letter of intent must not exceed three single-spaced pages, including the title and section headers. Please delete the instructions pages.
* Use Times New Roman 12-point font
* Use 1” margins and single-spacing (pre-set in the template)
* Include your last name in the header at the top of the page

**Letter of Intent submissions are due on Monday, January 4, 2021 at 11:59pm Eastern.**

Please be sure to read all instructions for the [State Policy Pre-Doctoral Fellowship Application Process](https://www.srcd.org/professional-advancement/srcd-us-policy-fellowship-programs/state/pre-doctoral-application-process) prior to the submission of your application packet. You will need to upload a PDF version of your completed Letter of Intent in the [online portal](https://my.srcd.org/Award-Forms/State-Policy-Pre-Doctoral-Fellowship-Letter-of-Intent-Submission). If you have any questions about this template or the application process, please contact Rose Ippolito at [policyfellowships@srcd.org](mailto:policyfellowships@srcd.org) or call 202-800-0666.

**2021-2022 SRCD U.S. STATE POLICY PRE-DOCTORAL FELLOWSHIP**

**LETTER OF INTENT**

**1. Applicant Background**

**2. Background and affiliation with the proposed state executive branch agency**

**3.** **Academic mentor for the SRCD State Policy Pre-doctoral Fellow**