

## MEMORANDUM

Health Sciences Diversity  
Schools of the Health Sciences

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TO: Training Grant Directors

FROM: Paula K. Davis, MA, CDE  
Assistant Vice Chancellor, Health Sciences Diversity

DATE: August 10, 2020

SUBJECT: T32 Diversity Sections and Letters of Support

You may be aware of an advocacy effort calling for elevation of the *Recruitment and Retention Plan to Enhance Diversity* section of NIH institutional training grants to scorable status, thus encouraging PIs to give focus and attention to their efforts to impact diversity in the biomedical workforce. While the result of this effort remains to be seen, I would like to see Pitt recognized as a leader in this space.

Effective immediately, training grant directors seeking letters of support from Health Sciences Diversity are asked to submit requests for letters of support along with a draft of the *Recruitment and Retention Plan to Enhance Diversity* section of their proposal/renewal application **no later than one week in advance of desired receipt date**. I will draw upon your submitted plan in the text of my letter of support; the one week request buffer will allow time for me to read and provide feedback on your plans.

This step is in service of submitting effective plans for recruitment and retention in your applications, accompanied by letters of support reflective of your targeted programmatic efforts instead of boilerplate which may or may not produce impact for your program.

If there are questions, please reach out; I am at [pkd100@pitt.edu](mailto:pkd100@pitt.edu).

Thank you.

cc: Michelle Broido, PhD  
Anantha Shekhar, MD, PhD  
Darlene Zellers, PhD