



AAUW Honolulu Career and Leadership Development Grant: Guidelines for Reference Writers

The AAUW Honolulu Career and Leadership Development Grant was created to help support working women and women in academia as they seek to improve their careers through enhancing their skills and knowledge base and/or sharing their research with colleagues.

Grants are awarded twice per year, and applicants may receive up to \$4000 to pursue their proposed activities.

All applications require one letter of reference, which should be submitted directly to the selection committee from the reference writer.

Please note: Applicants are responsible for contacting their references and informing them about reference letter deadlines.

For reference writers:

- In your letter, please include:
 - In what capacity and for how long you have known the applicant
 - Why and how you think the proposed activity would benefit the applicant's career development
 - Anything that you believe the selection committee should know about the applicant
- Please submit letters directly via e-mail to [**aauwhonolulugrant@gmail.com**](mailto:aauwhonolulugrant@gmail.com)
- Letters must be received by or on **September 15th** or **March 15th**, depending on the application cycle