2025 Tata Transformation Prize: Instructions for Letters of Reference

You will be asked to **upload a confidential Letter of Reference** via the web portal.

We recommend that applicants petition letters from individuals who are recognized experts in their discipline/field and the societal challenges related to their proposed innovation. Furthermore, letter writers should be intimately familiar with the applicant's most significant and relevant accomplishments that prepare them for the execution of the work proposed.

Letters of Reference should:

- Be a maximum *o*f **two pages, single-spaced**, and uploaded as a **PDF** file. They should be signed and on official letterhead*.*

- Indicate how the letter writer has become acquainted with the applicant and their work/research.

- Describe the applicant's most significant research contributions and their impact on the applicant's research field and beyond.

- Comment on the rigor and credibility of the applicant's research.

- Assess the applicant's accomplishments in comparison with those of their peers at the same career stage.

- Address the extent to which:

    o The proposed innovation challenges existing paradigms/practices and pursues an original approach.

    o The applicant is the right person to lead the implementation/scale-up. How has their background prepared them to lead this project? If applicable, describe the applicant's role in any collaborative work leading to the technologies underpinning the proposed innovation.

    o The proposed innovation will generate measurable, lasting, and wide-scale changes that address national needs and societal changes for underserved populations in India.

- Please omit details typically included in the CV, such as positions and awards.

Equitable Assessment

Historically, language used in letters of reference has differed systemically between applicants based on gender, race, ethnicity, and ability, disadvantaging applicants from underrepresented backgrounds[1]. In striving for an inclusive and equitable assessment of all applicants, the *Tata Transformation Prize* encourages letter writers to be mindful of the language they use in their Letters of Reference, and to be informative, truthful,

relevant, and clear in support of the applicant. For additional help crafting a strong and equitable letter of recommendation, letter writers can find a tip sheet here.

Online Submission Instructions

Once you have clicked the "Submit Reference" button in the invitation email, it will direct you to the SurveyMonkey Apply website. You can also access the submission portal here: https://tatatransformation.smapply.io

- Your **username** is the **email address** where you received the email requesting the letter of reference.
- If you do not already have a SurveyMonkey Apply account, create a **password** by **clicking on "Forgot your password?"** and you will receive an email with instructions to help you generate your password.
- Please **DO NOT** click the **Register** button as this may produce a duplicate account.

If you experience any technical difficulties or need general assistance, please contact the *Prize* staff at TataTransformation@nyas.org.

[1]Trix F., Psenka C. Exploring the Color of Glass: Letters of Recommendation for Female and Male Medical Faculty. Discourse & Society. 2003; 14(2):191-220. doi:10.1177/0957926503014002277