B-BRITE Letter of Recommendation Upload Instructions

Thank you for supporting students' application to the Biomedical & Bioinformatics Research Internship and Training Experience (B-BRITE) at the Knight Cancer Institute.

This guide provides step-by-step instructions for uploading and submitting your letter of recommendation through the student's Application Supplement Dashboard.

***Before You Begin:**

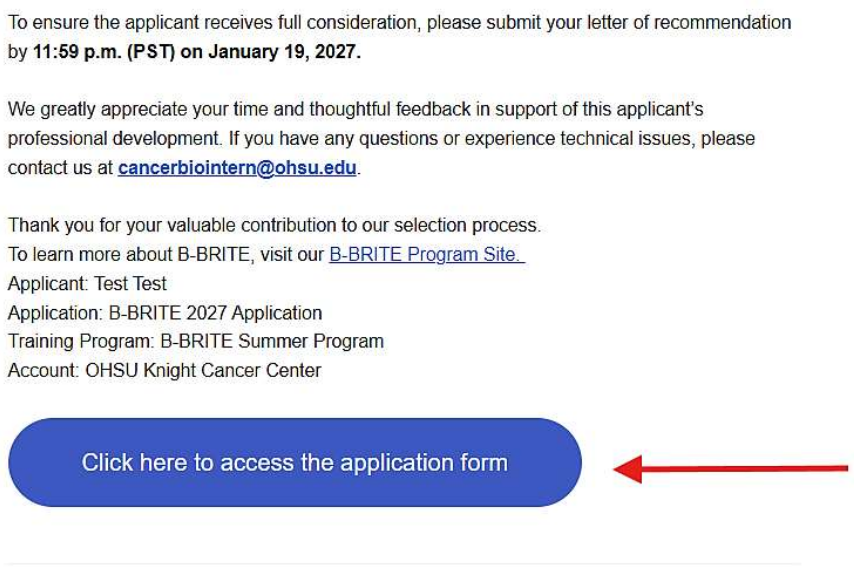
- Save the letter as an unencrypted, password-free Word document or PDF using the following file-naming format: Applicants **Last Name, First Name - Reference Letter_ Letter Writer Initials***(Example: Smith, Jane - Reference Letter_LW)*

Please complete all steps, including selecting **"Submit Response,"** to ensure that the letter is included in the student's application by 11:59 P.M (PST) on January 19, 2026.

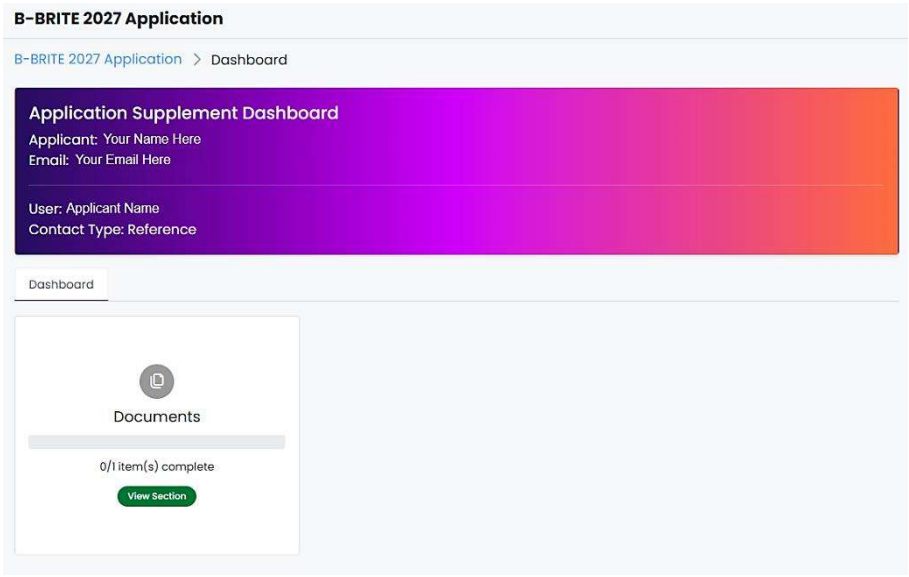
Upload the Reference letter

You will receive a "Training Application Contact for…" email from no-reply@rlogx.com.

To submit your reference letter, find the **"Click here to access the application form"** button below. This will redirect you to the student's **Application Supplement Dashboard**.

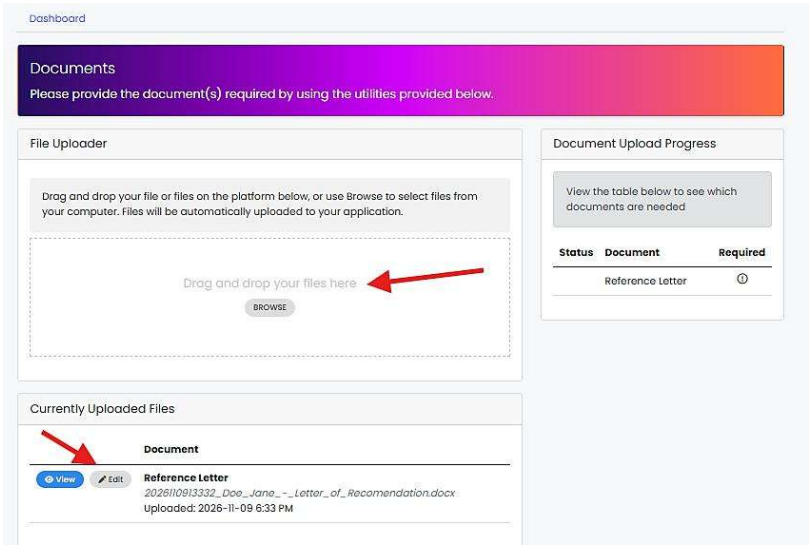


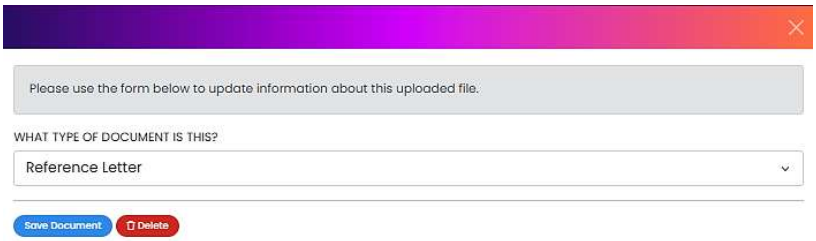
Click **“View Section”** under **Documents**.



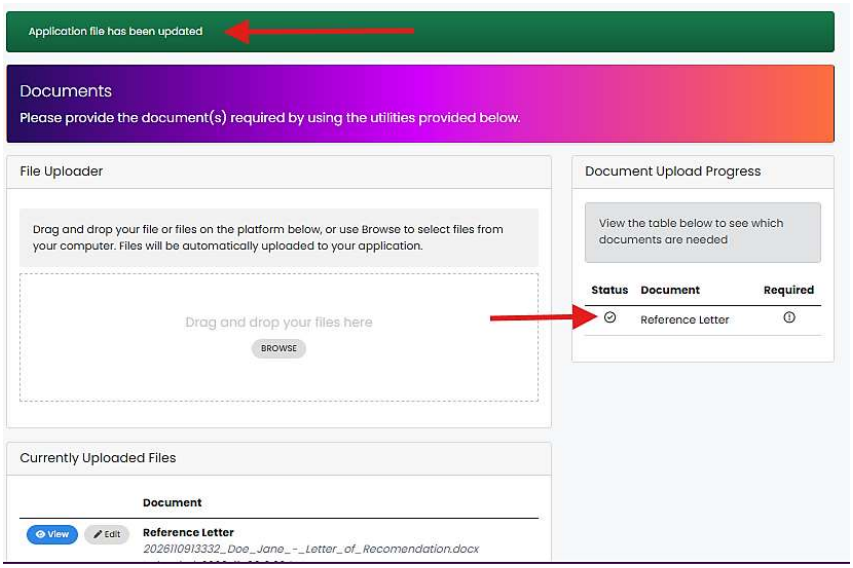
Upload the reference letter using the **File Uploader**. Either drag and drop the file into the upload area or select **“Browse”** to locate the file on your device.

After the file has uploaded, click **“Edit”** under **Currently Uploaded Files**, and then select **“Reference Letter”** as the document type.

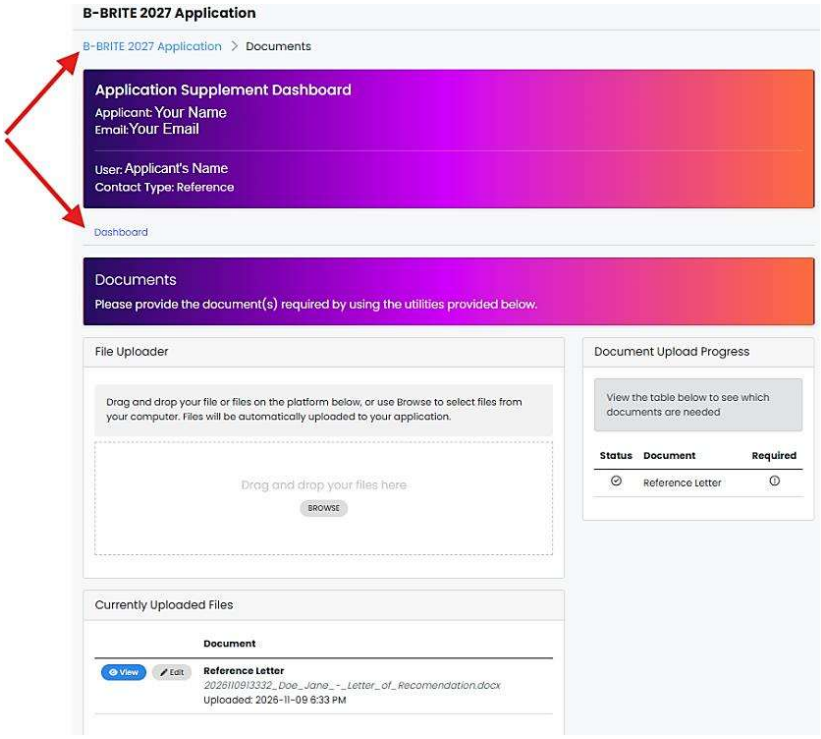




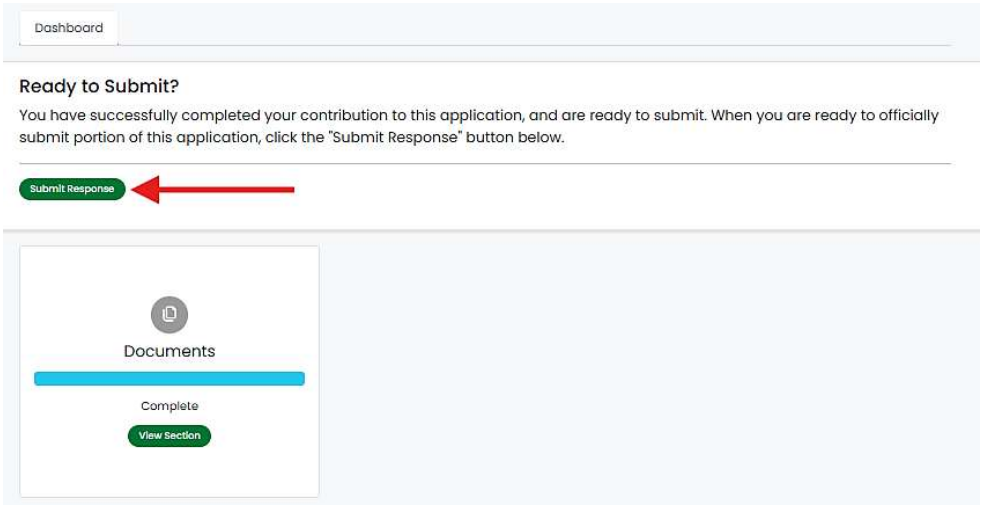
You should see a checkmark next to **“Reference Letter”** in the **Document Upload Progress** box and a green confirmation banner.



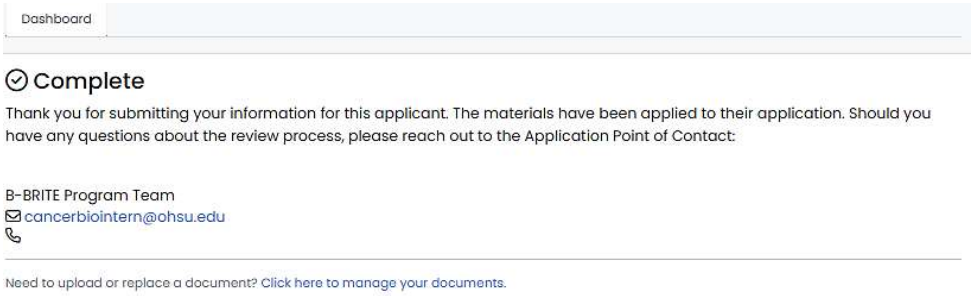
After uploading the letter, return to the Dashboard by clicking either the **“Dashboard”** link or the **“B-BRITE 2027 Application”** link in the upper-left corner of the page.



Once you return to the Dashboard, you must click **“Submit Response”**.



You will then see a **“Completed”** confirmation message, indicating that the letter has been successfully uploaded and included in the student’s application.



To ensure the applicant receives full consideration, please submit your letter of recommendation by **11:59 p.m. (PST) on January 19, 2027.**

We greatly appreciate your time and thoughtful feedback in support of this applicant’s professional development. If you have any questions or experience technical issues, please contact us at cancerbiointern@ohsu.edu. To learn more about B-BRITE, visit our B-BRITE Program Site.

Thank you for your valuable contribution

to our selection process!