NIH COVER LETTER TIPS AND TEMPLATE

Does your application need a cover letter? In some cases, it does, in others, it is optional. Note that only the scientific review officer sees your cover letter, *not* the reviewers or program officers.

When completing the Cover Letter, do not repeat information included in the Assignment Request Form. http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-008.html

WHEN IS A COVER LETTER REQUIRED AND WHAT TO INCLUDE

- o Resubmissions
- o Approvals to submit. For applications requiring our approval to submit, state that you have attached a copy of the NIH Institute acceptance letter to the PHS 398 Cover Letter attachment for:

    - Grants requesting $500,000 or more in direct costs for any year
    - Conference Grants (R13 or U13)
    - Investigator-initiated clinical trial planning and implementation awards

- o Generation of data per the NIH Genomic Data Sharing Policy. State that studies will generate large-scale human or nonhuman genomic data as detailed in the NIH Genomic Data Sharing Policy(link is external).
- o Corrected applications. Include a complete cover letter if you did not pass validations and submitted a corrected application.
- o Late applications. See the Late Applications section in Submission Policies(link is external).
- o Continuous submission. Indicate that you are a member of an NIH study section qualified to submit at a nonstandard time.
- o Video. Indicate that you plan to send video files later. Read more at Plan Ahead for Video.

OPTIONAL USES FOR THE COVER LETTER

 You may choose to use a cover letter for the following purposes:

- o **Point out RFAs and PAs**. State the title if you're responding to an initiative.
- o **Note special areas.** Note the involvement of human subjects, select agents, or other areas with special requirements.
- o **Note a subaward** that will be active for only some of the grant's years.

In the past, applicants also used the cover letter to list expertise needed to review the application and to request assignment. Use the PHS Assignment Request Form instead.

Date

National Institutes of Health (NIH)
Center for Scientific Review
6701 Rockledge Drive
Bethesda, Maryland 20892-7768

Application for the NIH Research Grant Program (*Mechanism Name*)

To Whom It May Concern:

I am pleased to submit a grant proposal with the title "*Application Title*" for consideration under the NIH Research Grant Program (*Mechanism Name*) with PA number **PA-XX-XX.**

- ❖ **Instances that require prior approval –** Include a statement that required NIH approval documents are included (e.g., Institute approval to submit budget over $500K/year**;** approval for conference grant proposal; cooperative agreement, etc.)

- ❖ **For late applications** - if applicable, include explanation of the delay as part of the cover letter.

- ❖ **For Continuous Submission -** Please be advised that I am eligible for a late submission of this application using the continuous submission process. I am a standing member of the *(Study Section name)* study section.

Thank you very much for your consideration.

Sincerely,

First and Last Name
Title