**NIH Suggested Cover Letter Format**

The NIH Division of Receipt and Referral (DRR), Center for Scientific Review (CSR) strongly suggests that Principal Investigators use a specific format for cover letters requesting assignment to an Institute or Center (IC) and/or a Scientific Review Group (SRG). Officials believe that a consistent outline for the cover letter will shorten the time from submission to review. Special formatting requested by NIH include the following:

* List one request per line.
* Place IC and SRG review requests (if applicable) on separate lines.
* Place positive and negative requests (if applicable) on separate lines.
* Include name of IC or SRG, followed by a dash and the acronym.  Do not use parentheses.
* Provide explanations for each request in a separate paragraph.

A sample cover letter is shown below:

**Sample Cover Letter Format Suggested by NIH** – All items may not be applicable.

Application title.

Funding Opportunity Announcement number:

Please assign this application to the following:

Please note the outline of indentions.

**Institutes/Centers**

National Cancer Institute – NCI
National Institute for Dental and Craniofacial Research – NIDCR

**Scientific Review Groups**

Molecular Oncogenesis Study Section – MONC
Cancer Etiology Study Section – CE

Please do not assign this application to the following:

**Scientific Review Groups**

Cancer Genetics Study Section – CG

The reasons for this request are [provide a narrative explanation for the request(s)].

List of individuals (e.g., competitors) who should not review the application and why.

Disciplines involved, if multidisciplinary.

Statement that required NIH approval documents are included (e.g., 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 letter.

**Note:** Program officers in NIH Institutes can be excellent sources of advice on whether and how your proposed research fits with their mission and priorities as well as which SRG is most appropriate. It is advisedthat before you submit a grant you communicate with an appropriate program officer about your project. Program officers and areas of specialty for the Demographic and Behavioral Sciences Branch of NICHD are listed [here](http://www.nichd.nih.gov/about/staff/index.cfm?directory_by=bcdl&org=HNT23). And those for the Division of Behavioral and Social Research at NIA are listed [here](http://www.nia.nih.gov/ResearchInformation/ExtramuralPrograms/BehavioralAndSocialResearch/ResearchAreas.htm). If you have questions about which program officer is appropriate please consult with the Director or Associate Director.
**[PSTC Template on Next Page]**

Population Studies & Training Center

Box 1836

68 Waterman Street

Providence, RI 02912

**Date**

National Institutes of Health (NIH)

9000 Rockville Pike

Bethesda, Maryland 20892

**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,** as discussed with **Program Officer**.

Please assign this application to the following:

**Institutes/Centers**

*Eunice Kennedy Shriver* National Institute of Child Health and Human Development– NICHD
National Institute on Aging – NIA

**Scientific Review Groups**

Social Sciences and Population Studies Study Section – SSPS
Health, Behavior and Context Study Section – HBC

Please do not assign this application to the following:

**Scientific Review Groups**

Cancer Genetics Study Section – CG

The reasons for this request are **[provide a narrative explanation for the request(s)]**.

List of individuals (e.g., competitors) who should not review the application and why.

Disciplines involved, if multidisciplinary.

Statement that required NIH approval documents are included (e.g., 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 letter.

This project is alignment with the mission of the **[relevant institute]** (e.g., this proposal is on migration and migration is listed as one of DBSB's areas on the Web site).

I have spoken about this project with **[Program Officer].**

Thank you very much for your consideration.

Sincerely,

**First and Last Name**

**Title**