



Office of Research and Sponsored Programs

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NIH Cover Letter Format Guidance

April 2016

Attach the cover letter, addressed to the Division of Receipt and Referral, in accordance with the announcement and/or the agency specific instructions.

Applicants are encouraged to include a cover letter with the competing application. Please attach the cover letter in the correct location, specifically verify that the cover letter has not been uploaded to the pre-application field which is directly above the cover letter field. This will ensure the attachment is kept separate from the assembled application in Commons and only made available to appropriate staff.

A cover letter should not be included with post-award submissions such as administrative supplements, change of grantee institution, or successor-in-interest. The cover letter is only for internal use and will not be shared with peer reviewers. The letter should contain any of the following information that applies to the application:

- Application title.
- Funding Opportunity (PA or RFA) title of the NIH initiative.
- Disciplines involved, if multidisciplinary.
- Continuous submission. Indicate that you are a member of an NIH study section qualified to submit at a nonstandard time.
- For late applications (see Late Application policy in <http://grants.nih.gov/grants/funding/submissionpolicies.htm>) include specific information about the timing and nature of the cause of the delay.
- When submitting a Changed/Corrected Application after the due date, a cover letter is required explaining the reason for late submission of the Changed/Corrected Application. If you already submitted a cover letter with a previous submission and are now submitting a late Changed/Corrected Application, you must include all previous cover letter text in the revised cover letter attachment. The system does not retain any previously submitted cover letters; therefore, you must repeat all information previously submitted in the cover letter as well as any additional information.
- Explanation of any subaward budget components that are not active for all periods of the proposed grant Section G.240 - Senior/Key Person Profile (Expanded) Form.
- Statement that you have attached any required agency approval documentation for the type of application submitted. This may include approval for applications \$500,000 or more, approval for Conference Grant or Cooperative Agreement (R13 or U13), etc. It is recommended that you include the official communication from an NIH official as part of your cover letter.
- When intending to submit a video as part of the application, the cover letter must include information about the intent to submit it; if this is not done, a video will not be accepted. See NOT-OD-12-141 for additional information.
- Include a statement in the cover letter if the proposed studies will generate large-scale human or non-human genomic data as detailed in the NIH Genomic Data Sharing Policy (NOT-OD-14-11 and NOT-OD-15-027.)

NIH Program officers are excellent sources of advice and information on whether your proposed research aligns with their objectives, priorities, and mission in addition to which SRG may be most appropriate. We recommend that prior to submitting a grant that you communicate with an appropriate program officer about your proposed project.

Sample Cover Letter – please note that not all areas may apply to your situation

The following template should be copied to department letterhead with your signature inserted at the bottom.

Date

National Institutes of Health (NIH)

ENTER STREET ADDRESS

CITY, STATE ZIPCODE

RE: Application for the NIH Research Grant Program (MECHANISM NAME)

To Whom It May Concern:

Under the NIH Grant Program (MECHANISM, PA-XX-XXX), I am (OR, we are) pleased to submit an application entitled (INSERT TITLE) for funding consideration and approval.

Required information if applicable:

(delete this box before printing)

- Resubmissions
- For late applications include an explanation of the delay.
- When submitting a Change/Corrected Application after the submission date, explain the reason for the Change/Corrected Application.
- Approvals. Statement that you have attached any required agency approval documentation for the type of application submitted. This may include approval for application \$500,000 or more, approval for Conference Grant or Cooperative Agreement (R13 or U13), etc. (Approval documents should be appended to the Cover Letter and uploaded as one attachment.)
- GWAS. Genome-wide association studies or those that plan to access GWAS data in the NIH repository.
- Continuous submission. Indicate that you are a member of an NIH study section qualified to submit at a nonstandard time.
- Video. Indicate that you plan to send video files later.

OPTIONAL INFORMATION:

- Explanation of any sub award budget components that are not active for all periods of the proposed grant.
- Note special areas. Note the involvement of human subjects, select agents, genome-wide association studies or study data, or other areas with special requirements.

Thank you very much for your consideration.

Sincerely,

First and Last Name

Title