

NIH / PHS Cover Letter for Division Staff



Life Sciences' Manfred Auer and group

Learn about the NIH-recommended template, when a cover letter from the PI is optional, when a cover letter is required, and when SPO will write the cover letter.

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NIH / PHS Cover Letter

- SPO does not include a separate cover letter for NIH submissions. 
- PI is encouraged (by NIH), but not required to include a cover letter.
- Cover letter is for internal NIH use and will not be shared with peer reviews
- Some situations require a cover letter.



NIH / PHS Cover Letter Template

- Electronic Template available on SPO website (see handout)

http://www.ibl.gov/Workplace/CFO/spo/spo_meetings/2008-10Handouts.html

- Template follows NIH suggested format, but the NIH format is not required.



NIH / PHS Cover Letter Template

Include Reference Information:

- LBNL Proposal 00000xxxx
- Principal Investigator:
- Application Title:
- Funding Opportunity title:



Optional Cover Letter – Request Specific Institute or Center Assignment

- List one request per line.
- Place institute/center (IC) and SRG review requests (if both are made) on separate lines.
- Place positive and negative requests (if both are made) on separate lines.
- Include name of IC or SRG, followed by a dash and the acronym. Do not use parentheses.
- Delete any sections of this format that do not apply
- Provide explanations for each request in a separate paragraph.



Optional Cover Letter – Exclude Reviewers

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



Optional Cover Letter – Explain Disciplines

- List disciplines involved, if multidisciplinary



Required Cover Letter – Late Applications

- PI must provide explanation of the delay.
- See NIH Notices:
 - NOT-OD-08-027
NIH Policy on Late Submission of Grant Applications
 - NOT-OD-08-026
Modified Submission, Referral and Review for Appointed NIH Study Section Members

Late submission explanation will not be written by LBNL SPO.



Required Cover Letter – Change/Corrected Applications after Submission Deadline

- Provide explanation for the Changed/Corrected Application
- This information should be added to any prior Cover Letter as only a single Cover Letter is contained in the Application Package.
- If no other Cover Letter is submitted, LBNL SPO can provide a cover letter for this reason only.



Required Cover Letter – Subaward Budget not Active in all Budget Periods

- Provide explanation for subaward budget components that are not active for all budget periods



Required Cover Letter – Required NIH Agency Documentation

- Provide statement that required agency approval documentation is attached.
- Examples:
 - NIH IC approval for an application \$500,000 of more
 - NIH Institute approval for a Conference Grant or Cooperative Agreement application (R13 or U13)
- Attach the NIH documentation to the PI's Cover Letter



Resources

- **LBLN Cover Letter Template for PI**

http://www.lbl.gov/Workplace/CFO/spo/spo_meetings/2008-10Handouts.html

- **NOT-OD-08-027 NIH Policy on Late Submission of Grant Applications**

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-027.html>

- **NOT-OD-08-026 Modified Submission, Referral and Review for Appointed NIH Study Section Members**

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-026.html>



Questions

