**Cover Letter Attachment**

**Typical template instructions:**

**INSTRUCTIONS:**

*Instructions are taken directly from the* [*NIH SF424 Application Guide*](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf)*. For internal use only, do not distribute. Please delete prior to submission.*

**Format:** No page maximum, 11pt font or larger (suggest fonts - Arial, Garamond, Georgia, Helvetica, Palatino Linotype, Times New Roman, Verdana), at least 0.5” margins, single column formats are highly encouraged.

Attach the cover letter, addressed to the Division of Receipt and Referral, in accordance with the FOA and/or these instructions. Attach the cover letter in the correct location, specifically verifying that the cover letter has not been uploaded to the “20. Pre-application” field which is directly above the “21. Cover Letter Attachment” field. This will ensure the cover letter attachment is kept separate from the assembled application in the eRA Commons and made available only to appropriate staff.

**Content:**the letter should contain any of the following information, as applicable:

1. Application title.

2. Title of FOA (PA or RFA).

3. For late applications (see Late Application policy on NIH's [Application Submission Policies](https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/submission-policies.htm)) include specific information about the timing and nature of the delay.

4. For changed/corrected applications submitted after the due date, a cover letter is required, and it must explain the reason for late submission of the changed/corrected applications. If you already submitted a cover letter with a previous submission and are now submitting a late change/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.

5. Explanation of any subaward budget components that are not active for all budget periods of the proposed grant (see R.310 – R&R Subaward Budget Attachment(s) Form).

6. Statement that you have attached any required agency approval documentation for the type of application submitted. This may include approval for applications that request $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 attachment.

7. 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, the video will not be accepted. See [NIH Grants Policy Statement, Section 2.3.7.7: Post Submission Grant Application Materials](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.3_application_information_and_processes.htm#Policies) for additional information.

8. 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 (see the [NIH Grants Policy Statement, Section 2.3.7.10: NIH Genomic Data Sharing](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.3_application_information_and_processes.htm#Policies) and [Section 8.2.3.3: Genomic Data Sharing (GDS) Policy/Policy for Genome-Wide Association Studies (GWAS)](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_8/8.2_availability_of_research_results_publications__intellectual_property_rights__and_sharing_research_resources.htm#Sharing)).

**What was in this document when Molly got here:**

**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.

Broad Institute of MIT and Harvard

415 Main Street

Cambridge, MA 02142

Monday August 27, 2018

National Institutes of Health (NIH)

9000 Rockville Pike

Bethesda, Maryland 20892

**Application for the NIH Research Grant Program (Mobile Health: Technology and Outcomes in Low and Middle Income Countries )**

To Whom It May Concern:

I am pleased to submit a grant proposal with the title “*Dengue Surveillance and Forecasting in Honduras*” for consideration under the NIH Research Grant Program (Mobile Health: Technology and Outcomes in Low and Middle Income Countries (R21 Clinical Trial Optional)) with PA number PAR-18-242, as discussed with Laura Povlich, PhD.

Please assign this application to the following:

**Fogarty International Center**

*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 to enable to creation of a novel integrative mHealth platform for surveillance and forecasting of dengue in Honduras, designed generally for adoption and use in Low and Middle Income Countries, and to establish a collaboration with the Hospital Escuela Universitario in Tegucigalpa, a national reference hospital and a center for pre and post-graduate medical education in the country.

This project involves several disciplines: health information systems, design of software interfaces for use in clinical and laboratory contexts, participatory syndromic surveillance, mobile health, user-centered design, and machine learning applied to the development of epidemiological prediction models.

Please find all of the required approval documents submitted with this application.

This project is alignment with the mission of the Fogarty International Center (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 Dr. Laura Povlich earlier this month (letter of intention is attached).

Thank you very much for your consideration.

Sincerely,

Andres Colubri

Computational researcher