

Creating the Cover Letter Page

- Use the PHS 398 Cover Letter File in the grant application package. This cover letter is **NOT** the mandatory PHS 398 Cover Page Supplement form.
- Although a Cover Letter is not required unless specifically stated in the Funding Opportunity Announcement (FOA), it is highly recommended that a Cover Letter be submitted with the grant application.
- Only NIH staff with a need-to-know are provided access to the Cover Letter. Peer Reviewers and Program Officials do **NOT** have access to the Cover Letter submitted as part of the grant application package.
- 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-16-081.html>

What to Include in the Cover Letter

- **Resubmission:** Include the previous application number.
- **Approval to submit:** State the name of the NCI Program Official providing permission to submit a grant application requesting \$500,000 or more in direct costs for any year.
- **Permission to Submit Letter:** Upload (into the Cover Letter section) the PDF file from the NCI Referral Officer allowing submission of a R13 or U13 application.
- **Genomic Data Sharing:** State the application contains a genomic data sharing plan. <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-083.html>
- **Corrected Application:** State the first/prior application (submission) did not pass validations and this is a corrected application.
- **Late Application:** Provide a detailed explanation why the application is being submitted after the receipt date.
- **Continuous Submission:** State that you are qualified to submit an application on nonstandard dates due to your peer review service for the NIH.
- **Video:** State you plan to submit an application-related/relevant video file at a later date.