

## **Graduate Student Training Programs Application Letters to Applicant**

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<Web Page – Application Index>

Graduate students from dozens of universities across the United States and globally come to the NIH to perform part or all of their dissertation research within the NIH Intramural Research Laboratories. Navigation through this section of the GPP web pages describes the possibilities and opportunities for both prospective and current graduate students.

Institutional Partnerships (Prospective Ph.D. Graduate Students) - Individuals wishing to pursue a Ph.D. in the biomedical sciences should review the list of Institutional Partnerships (NIH-University). Eligibility for these formal programs is limited to United States Citizens and Permanent Residents.

Individual Partnerships (Current Ph.D. Graduate Students) - Individuals already enrolled in a Ph.D. program wishing to perform part or all of their dissertation research at the NIH may develop an Individual Partnership with an NIH Investigator and their graduate university. Individual Partnerships are open to United States Citizens, Permanent Residents, and Foreign Nationals enrolled in a Ph.D. or equivalent program.

### **INSTITUTIONAL PARTNERSHIPS (PROSPECTIVE Ph.D. GRADUATE STUDENTS)**

Students who are U.S. citizens or U.S. permanent residents with an undergraduate degree wishing to pursue a Ph.D. in the biomedical sciences can apply to one or more of the NIH-University Partnerships (*hyperlink*). The available partnerships are separated into two groups, depending on the location of the university: National University Partnerships and International University Partnerships.

Once you have reviewed the details on the various NIH-University partnerships and identified which ones you wish submit an application for admission consideration visit the Application Information (*hyperlink*) webpage for details about application deadlines, application directions, and frequently asked questions.

### **INDIVIDUAL PARTNERSHIPS (CURRENT Ph.D. GRADUATE STUDENTS)**

Students enrolled in a Ph.D. program may enhance their graduate education by performing part or all of their dissertation research in the NIH laboratories by developing an Individual Partnership (U.S. & International Students) or enrolling in one of the existing International University Partnerships (International Students). Carefully review the information about these options and contact the GPP for any questions or concerns.

#### Individual Partnerships (U.S. and International Students) (*hyperlink*)

Program designed to bring pre-doctoral graduate students to the NIH for dissertation research by developing an agreement between a NIH Investigator and University Professor.

Individual Partnerships (International Students) ([hyperlink](#))

NIH-University partnership designed to bring foreign pre-doctoral graduate students enrolled in specific university programs to NIH for dissertation research.

Both Individual Agreements and International University Partnerships require the completion of the following items:

- Completion of required coursework in a Ph.D. program
- Letter from department/program chairperson giving permission to perform part or all of the dissertation research at NIH
- Completion of the GPP Application for Current Ph.D. Graduate Students
- Identification of an NIH Investigator for a host laboratory
- Application for the appropriate visa for non-US citizens

Application Information for Current PhD Students:

- Application
- Application Directions
- Application Help
- Frequently Asked Questions

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<Email Message>

**EMAIL LETTER TO APPLICANT – APPLICATION RECEIVED**

Dear FIRSTNAME LASTNAME,

Your application to the NIH Graduate Partnerships Program (GPP) has been submitted successfully on {DATE} at {TIME}; application number {NUMBER}. Your application will be considered complete when all required supplemental material has been received by the GPP. Details about the supplemental material for your application are located on the application page reached through the GPP website: <http://gpp.nih.gov/>. Listed below are the few key points about submitting the supplemental material to the GPP. Please review carefully and contact the GPP if you have any questions or concerns.

**1) TRANSCRIPTS**

An official copy of your most recent transcripts from all educational institutions attended (undergraduate, graduate, etc...) must be forwarded to the GPP from each institution listed in your application.

**2) STANDARDIZED EXAMINATIONS**

An unofficial copy of your most recent standardized examination scores (example: GRE, MCAT, TOEFL), as applicable, may be sent by mail or fax.

### 3) LETTERS OF RECOMMENDATION

Three recommendation letters are required to complete your application. Although an automatic email message is being sent to your references by the GPP, you should contact them to ensure this message has been received. Listed below are the references you identified in your application, including email addresses:

REFERENCE 1: {NAME} – {EMAIL ADDRESS}

REFERENCE 2: {NAME} – {EMAIL ADDRESS}

REFERENCE 3: {NAME} – {EMAIL ADDRESS}

### 4) ADDRESS TO FORWARD SUPPLEMENTAL MATERIAL

Graduate Partnerships Program  
ATTN: APPLICATION MATERIAL  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605

Fax: 301-594-9606

Email: [gpp@nih.gov](mailto:gpp@nih.gov)

Web: <http://gpp.nih.gov>

You will receive an automatic email message when each component of your application is uploaded into your application, one email for each transcript, letter of recommendation, and standardized examination score received by the GPP. Use these email notices to track the arrival and upload of the application components. Please allow ~5 business days for supplemental material to be uploaded into your application after receipt by the GPP. Extra time may be needed during peak submission periods.

Best regards,  
Dr. Pat McCarthy Wagner  
Director of Admissions & Registrar  
Graduate Partnerships Program  
Email: [wagnerpa@od.nih.gov](mailto:wagnerpa@od.nih.gov)  
Phone: 301-594-9603

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<Email Message>

### **EMAIL LETTER TO APPLICANT – PARTNERSHIP SELECTION**

Dear FIRSTNAME LASTNAME,

You have selected the following NIH-University partnership programs for admission into the Graduate Partnerships Program (GPP). Carefully review this list and if any additions or deletions are needed please contact the GPP immediately so we can make the necessary adjustments in your application.

{LIST OF PARTNERSHIPS SELECTED}

Each NIH-University partnership has its own admission committee comprised of NIH investigators and University professors. Your application will be considered separately for admission into each partnership listed above. Therefore, it is possible to receive an invitation to interview by one partnership but not by another. Due to the timing of the application deadlines and admission committee reviews, all invitations and notices are sent on a partnership by partnership basis.

Contact the GPP if you have any questions or concerns:

Graduate Partnerships Program  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
Email: [gpp@nih.gov](mailto:gpp@nih.gov)  
Web: <http://gpp.nih.gov>

Best regards,  
Dr. Pat McCarthy Wagner  
Director of Admissions & Registrar  
Graduate Partnerships Program  
Email: [wagnerpa@od.nih.gov](mailto:wagnerpa@od.nih.gov)  
Phone: 301-594-9603

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<Email Message>

**EMAIL LETTER TO APPLICANT – TRANSCRIPT(S) RECEIVED**

Dear FIRSTNAME LASTNAME,

The Graduate Partnerships Program (GPP) has received a copy of your transcript from {UNIVERSITY}. Keep this message for your records.

Contact the GPP if you have any questions or concerns:

Graduate Partnerships Program  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
Email: [gpp@nih.gov](mailto:gpp@nih.gov)  
Web: <http://gpp.nih.gov>

Best regards,  
Dr. Pat McCarthy Wagner  
Director of Admissions & Registrar  
Graduate Partnerships Program  
Email: wagnerpa@od.nih.gov  
Phone: 301-594-9603

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<Email Message>

**EMAIL LETTER TO APPLICANT – EXAMS RECEIVED**

Dear FIRSTNAME LASTNAME,

The Graduate Partnerships Program (GPP) has received a copy of your {GRE / MCAT / TOEFL} examination scores. Keep this message for your records.

Contact the GPP if you have any questions or concerns:

Graduate Partnerships Program  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
Email: gpp@nih.gov  
Web: <http://gpp.nih.gov>

Best regards,  
Dr. Pat McCarthy Wagner  
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Graduate Partnerships Program  
Email: wagnerpa@od.nih.gov  
Phone: 301-594-9603

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<Email Message>

**EMAIL LETTER TO APPLICANT – RECOMMENDATION RECEIVED**

Dear FIRSTNAME LASTNAME,

The Graduate Partnerships Program (GPP) has received a letter of recommendation from {REFERENCE}. Keep this message for your records.

Contact the GPP if you have any questions or concerns:

Graduate Partnerships Program

National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
Email: [gpp@nih.gov](mailto:gpp@nih.gov)  
Web: <http://gpp.nih.gov>

Best regards,  
Dr. Pat McCarthy Wagner  
Director of Admissions & Registrar  
Graduate Partnerships Program  
Email: [wagnerpa@od.nih.gov](mailto:wagnerpa@od.nih.gov)  
Phone: 301-594-9603

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<Email Message>

**EMAIL LETTER TO APPLICANT – APPLICATION COMPLETE**

Dear FIRSTNAME LASTNAME,

The Graduate Partnerships Program (GPP) has received your application, supplemental material, and letters of recommendation. Your application is complete and will be considered for the program(s) selected in your application. Keep this message for your records.

Contact the GPP if you have any questions or concerns:

Graduate Partnerships Program  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
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Best regards,  
Dr. Pat McCarthy Wagner  
Director of Admissions & Registrar  
Graduate Partnerships Program  
Email: [wagnerpa@od.nih.gov](mailto:wagnerpa@od.nih.gov)  
Phone: 301-594-9603

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**Graduate Student Training Programs Application  
Letters to References**

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<Email Message>

**EMAIL LETTER TO REFERENCE – RECOMMENDATION LETTER NEEDED**

Dear Dr. FIRSTNAME LASTNAME,  
{FIRSTNAME LASTNAME} has submitted an application to the Graduate Partnerships Program (GPP) and listed you as a reference. The NIH Graduate Partnerships Program is the equivalent of a Graduate School, built on partnerships with leading graduate schools. Students do academic work on home campuses and Ph.D. dissertation research at NIH or in collaboration between university professors and NIH investigators.

Your letter of recommendation is very important in our selection process. We would particularly appreciate your comments on the student's overall intelligence, analytical ability, research ability, verbal and writing skills, interpersonal skills, motivation, and maturity. Your overall analysis of the student's potential to excel in graduate school and as a future scientist would be especially helpful.

Recommendation letters will be accepted through an on-line system accessed through the following website:

{URL ADDRESS}

You will need to enter {FIRSTNAME LASTNAME}'s application number into the recommendation form: {APPLICATION NUMBER}.

Under the Privacy Act of 1974, {FIRSTNAME LASTNAME}, if admitted into the Graduate Partnerships Program, will have access to your comments unless he/she has waived such access. Below is {FIRSTNAME}'s response:

{YES / NO}, I waive access to this recommendation.

Contact the GPP if you have any questions or concerns:

Graduate Partnerships Program  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
Email: gpp@nih.gov  
Web: <http://gpp.nih.gov>

Best regards,  
Dr. Pat McCarthy Wagner

Director of Admissions & Registrar  
Graduate Partnerships Program  
Email: wagnerpa@od.nih.gov  
Phone: 301-594-9603

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<Web Page>

**Recommendation Letter**

**OMB Number: 0925-0501**

**Expiration Date: November 30, 2007**

Welcome to the NIH Graduate Partnerships Program on-line letter of recommendation submission website. Your letter of recommendation is very important in our selection process. We would particularly appreciate your comments on the student's overall intelligence, analytical ability, research ability, verbal and writing skills, interpersonal skills, motivation, and maturity. Your overall analysis of their potential to excel in graduate school and as a future scientist would be especially helpful.

After depressing the submit button a new webpage indicating successful submission of your recommendation will be displayed. Uploading the evaluation form and recommendation letter may take a few moments, please be patient. Contact the GPP if you have any questions or concerns.

Graduate Partnerships Program  
National Institutes of Health  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Phone: 301-594-9605  
Fax: 301-594-9606  
Email: [gpp@nih.gov](mailto:gpp@nih.gov)  
Web: <http://gpp.nih.gov>

Thank you for submitting your evaluation.

Best regards,  
Graduate Partnerships Program



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<Web Page>

*After letter of recommendation and evaluation form have been submitted, the following text is visible on the webpage; confirming upload of the information:*

Dear Reference,

Your letter of recommendation has been submitted successfully. A confirmation email message containing your evaluation and letter of recommendation is being sent to your email account. Please contact the GPP if you would like to make any modifications to your submission.

Graduate Partnerships Program  
ATTN: APPLICATION MATERIAL  
National Institutes of Health - DHHS  
2 Center Drive: Building 2 / Room 2E06  
Bethesda, Maryland 20892-0234

Fax Number: 301-594-9606  
Main Number: 301-594-9605  
Email: [gpp@nih.gov](mailto:gpp@nih.gov)  
Web: <http://gpp.nih.gov>

Best regards,  
Graduate Partnerships Program

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<Email Message>

**EMAIL LETTER TO REFERENCE – RECOMMENDATION LETTER RECEIVED**

Dear Dr. {FIRSTNAME LASTNAME},

The NIH Graduate Partnerships Program has received the following evaluation and recommendation letter for {FIRSTNAME LASTNAME}. If you did not submit this evaluation and recommendation please contact me immediately.

Overall Impression – {MENU}

Intelligence – {MENU}

Analytical Ability – {MENU}

Research Ability – {MENU}

Verbal Ability – {MENU}

Writing Ability – {MENU}

Interpersonal Skills – {MENU}

Motivation – {MENU}

Confidence – {MENU}

Initiative – {MENU}

Honesty – {MENU}

Knowledge of Field – {MENU}

Maturity – {MENU}

Recommendation – {LETTER OF RECOMMENDATION}

Best regards,

Pat Wagner, Ph.D.

Director of Admissions & Registrar

Graduate Partnerships Program

National Institutes of Health

2 Center Drive: Building 2 / 2E12

Bethesda, Maryland 20892-0234

Phone: 301-594-9603

Fax: 301-594-9606

Email: wagnerpa@od.nih.gov

Web: <http://gpp.nih.gov>

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