



Dear _____ :

Thank you for your interest in the NIH (insert Special Volunteer or Guest Researcher as appropriate) Program. In order for us to consider you as a participant, we must have information regarding your education and qualifications sufficient for us to complete the enclosed Form 590, Special Volunteer and Guest Researcher Assignment. It is not necessary for you to complete the form; rather, you may provide a *curriculum vitae*, may respond by telephone or letter, or may provide the information in any other format that is convenient to you. This information is collected subject to the requirements of the Privacy Act of 1974, as explained in the attached Privacy Act Statement.

We will make a decision regarding your participation in the NIH (insert Special Volunteer or Guest Researcher as appropriate) Program after we have reviewed the requested information. Once again, we thank you for expressing your interest and look forward to your response.

Sincerely,

Appropriate IC Administrative Official

Enclosures