

Attachment 4: National Cancer Institute's Communications Fellowship (NCF) Program Auto Emails

There are 12 automatic emails that are triggered by the system. Below is a list of all the emails. The content of the emails follows on pages 2 through 7.

1. In Process Email -- Reminder email that is sent out to all applicants who have started an application but not yet submitted.
2. Confirm Application Received Email – This email is generated and sent out once an applicant submits their application. This email also contains the link to the feedback survey.
3. Request Reference Email – This email is generated to the references once an applicant submits their application. This email contains a link to the portal for the reference to enter their letter.
4. Missing Items Email – This email is generated to the applicant after they have submitted their application. It contains a customized list of items that are missing from their application (reference letters or transcripts). This email is generated by the ICRC Program Manager periodically leading up to application deadline.
5. Ineligible Email – This email is generated to applicants who are not eligible for the program.
6. Incomplete Email – This email is generated when the application deadline is passed and submitted applicants had missing pieces (reference letters or transcripts were missing).
7. Complete Email – This email is generated to the applicants whose applications were submitted and are complete (meaning all required documents are attached and both reference letters have been submitted).
8. Selected Email – This email is generated to the ICRC candidates who have been chosen.
9. Not Selected Email – This email is generated to the applicants who were not selected for the program.
10. Withdrawn Email – This email is generated for applicants who choose to withdraw their application. Applicants may withdraw their applications at any point during the application process.
11. Candidate Ranking – This email is generated for the applicants to rank their preferences for placement in an office.

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12. Offer Acceptance Email – This email is generated once the selected candidate accepts their Fellowship offer.

Attachment 4: National Cancer Institute's Communications Fellowship (NCF) Program Auto Emails

In Process

Subject:
NCI Communications Fellowship - Application not submitted

Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out.

Content:

Dear \$STUDENTNAME,

Thank you for your interest in the NCI Communications Fellowship (NCF). The NCF Program Staff will be unable to review your application until it is submitted and complete.

If you are still interested in pursuing the internship, we encourage you to finish and submit your application by the \$APPLICATION_DEADLINE_DATE deadline.

If you have any further questions or concerns, please contact us.

Thank you!

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

Confirm Application Received

Subject:
NCI Communications Fellowship (NCF) - Application Received

Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out.

Content:

Dear \$STUDENTNAME

Thank you for your interest in the NCI Communications Fellowship. Your application has been received.

Please inform your references that they will be receiving an email reference request from the NCI on your behalf, and remind them of the \$REFERENCE_DEADLINE_DATE reference letter deadline. It is your responsibility to ensure that these letters are submitted on time.

Each candidate is responsible for ensuring that their application is complete prior to the \$APPLICATION_DEADLINE_DATE application deadline. You can login to view your application and to see which items have been received, \$PUBLICSITE_URL. Please allow five business days for items you submit to be logged in. Reference letters submitted electronically will be logged in instantly.

You will receive an e-mail from NCF when your application is complete. We look forward to receiving your completed application.

Additionally, please consider completing a post-submission [survey](#). Your feedback is greatly appreciated.

Thank you,

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

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Request Reference

Subject:

NCI Communications Fellowship (NCF) - Request for Reference Letter

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [List Icons] [Link Icon] **A** [Grid Icon]

To \$REFERENCENAME:

\$STUDENTNAME has applied to the National Cancer Institute's Communications Fellowship (NCF) Program and has provided your name as reference. Your letter of recommendation will carry significant weight in the selection process. In your letter, please comment on this individual's academic interests, abilities, accomplishments, and preparedness for full-time work as a communications fellow at the National Cancer Institute. Additionally, please identify the individual's strongest soft skills (e.g., teamwork, time management, initiative, etc.). Kindly include as much detail as possible.

The deadline for letters of reference is \$REFERENCE_DEADLINE_DATE. Incomplete applications will not be reviewed. Please be mindful of the 8,000-character limit. You may compose the letter in another program and then copy and paste it into the form.

Please use this link to submit your reference letter: \$URL

If you have any questions, concerns, or experience technical difficulty, please contact NCF-Contact@mail.nih.gov. If you would like more information about the program to which this candidate has applied, visit: \$PUBLICSITE_URL.

Thank you for taking the time to share with us your assessment of this candidate.

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

Missing Items

Subject:

NCI Communications Fellowship (NCF)- Missing Items Notice

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [List Icons] [Link Icon] **A** [Grid Icon]

Dear \$STUDENTNAME:

In order for us to process your NCI Communications Fellowship (NCF) application, please submit the following missing item(s) as soon as possible. Your resume, writing samples, and unofficial transcripts MUST be received no later than \$APPLICATION_DEADLINE_DATE.

\$MISSINGITEMS

If you are missing a letter of recommendation, please remind your reference to submit a letter on your behalf by \$REFERENCE_DEADLINE_DATE. The NCF will also send a reminder message.

Each candidate is responsible for ensuring that their application is complete prior to the deadline, including reference letters. You can login to view your application and to see which items have been received by visiting \$PUBLICSITE_URL. Please allow five business days for items you submit to be entered. You will receive an e-mail from NCF when your application is complete.

Please let us know if you have any questions. We look forward to reviewing your complete application.

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

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Ineligible

Subject:

NCI Communications Fellowship (NCF)

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [Text Alignment Icons] [List Icons] [Link Icon] **A** [Table Icon]

Dear \$STUDENTNAME:

Thank you for your interest in the NCI Communications Fellowship (NCF). We regret to inform you that the NCF Selection Committee will be unable to review your application because you are not eligible for the program. Please visit \$PUBLICSITE_URL to review the program requirements.

If you are interested in alternative ways to pursue training at the NCI, we encourage you to visit the following websites for more information:

NCI Center for Cancer Training
<https://www.cancer.gov/grants-training/training/about>

NIH Office of Intramural Training and Education
<http://www.training.nih.gov>

If you have any further questions or concerns, please contact us at the e-mail address below.

Best of luck with your future career,

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
Fax: 301-480-5036
E-mail: NCF-Contact@mail.nih.gov

Incomplete

Subject:

NCI Communications Fellowship (NCF) - Application Incomplete

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [Text Alignment Icons] [List Icons] [Link Icon] **A** [Table Icon]

Dear \$STUDENTNAME:

Thank you for your interest in the NCI Communications Fellowship (NCF). We regret to inform you that the program was unable to review your application because it was incomplete.

If you are interested in applying for the next round of applications to this program, you must submit a new application. The next application cycle will open in (MONTH YEAR). Please visit \$PUBLICSITE_URL for further details.

If you are interested in alternative ways to pursue training at the NCI, we encourage you to visit the following websites for more information:

NCI Center for Cancer Training
<https://www.cancer.gov/grants-training/training/about>

NIH Office of Intramural Training and Education
<http://www.training.nih.gov>

If you have any further questions or concerns, please contact us at the e-mail address below.

Best wishes for your future career.

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

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Complete

Subject:

NCI Communications Fellowship (NCF) - Application Complete

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [List Icons] [Link Icon] **A** [Grid Icon]

Dear \$STUDENTNAME:

Thank you for your interest in the NCI Communications Fellowship (NCF). Your application has been received and is complete.

Your completed application has now been made available to NCI offices interested in hosting an NCF Fellow for the coming term. In the next several weeks you may be contacted one or more offices about possible fellowship opportunities. Offices will make their selections based on your application and an interview. We have asked offices to contact you in advance to schedule your interview; however, some offices may not be able to give you a lot of notice, so be prepared! We have created the attached *Interview Tips for NCF Applicants* for you to review.

Once interviews are completed the NCF Program will notify all applicants of their status. You will be notified of the outcome of the selection process no later than the end of April.

NCF Program Staff
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

Selected

Subject:

NCI Communications Fellowship (NCF) - Selection Notice

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [List Icons] [Link Icon] **A** [Grid Icon]

Dear \$STUDENTNAME:

Congratulations! You have been selected as a Fellow for the NCI Communications Fellowship (NCF) \$YEAR class. This year's applicant pool included many qualified candidates and, thus, acceptance into the program was highly competitive. You should be proud of your accomplishment!

You have been assigned to work in the \$OFFICE and your mentor will be \$MENTOR. The initial term of your internship will be for \$OFFERLENGTH. The term of your internship may be extended based on mutual agreement between you and your host office. If you accept this offer, you will receive a separate message with more information about your mentor, office, and duty location. Your start date will be July 9, 2019.

Please visit \$URL, regarding your acceptance of this offer as soon as possible. I would appreciate your reply within three business days. If you need additional time to decide, please contact my office to discuss your circumstances.

If you have any further questions or concerns, please do not hesitate to contact me.

I look forward to hearing from you!

Kelly Holliday
Program Manager
NCI Communications Fellowship (NCF) Program
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

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Not Selected

Subject:

NCI Communications Fellowship (NCF)

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [List Icons] [Link Icon] **A** [Grid Icon]

Dear \$STUDENTNAME:

Thank you for your interest in the NCI Communications Fellowship. The host offices have made their selections and we regret to inform you that you were not among those selected for the program. The applicant pool included many qualified candidates and, thus, acceptance into the program was highly competitive.

To apply for next term, you must submit a new application. The next cycle opens in January 2020. Please visit \$PUBLICSITE_URL for further details.

If you are interested in alternative ways to pursue training at the NCI, we encourage you to visit the following websites for more information:

NCI Center for Cancer Training
<https://www.cancer.gov/grants-training/training/about>

NIH Office of Intramural Training and Education
<http://www.training.nih.gov/>

Best of luck with your future career.

NCF Program
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov

Withdrawn

Subject:

NCI Communications Fellowship (NCF) Withdrawal

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → Formats **B** *I* [List Icons] [Link Icon] **A** [Grid Icon]

This is an acknowledgement of your application withdrawal from the NCI Communications Fellowship (NCF) Program. Please contact NCF-Contact@mail.nih.gov for any questions or concerns.

Attachment 4: National Cancer Institute's Communications Fellowship (NCF) Program Auto Emails

Candidate Ranking

Subject:

Reminder: NCI Communications Fellowship (NCF) – Host Office Rankings

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → **Formats** **B** *I* [List Icons] [Link Icon] **A** [Table Icon]

Dear \$STUDENTNAME,

Thank you for your interest in the NCI Communications Fellowship (NCF). You have participated in multiple interviews with prospective host offices and we would like to get your feedback as we match candidates to host offices.

Please use this link to submit your rankings: \$URL

When accessing the Candidate Ranking Module, please note the following:

- You do not have the option to save your rankings and revisit later.
- Rank your first choice as #1, second choice as #2, and so on and so forth. You may rank up to three offices with the same number ranking.
- If you interviewed with an office from which you would not accept an offer, please choose the "interviewed but will not accept offer" option from the dropdown menu.
- Please indicate your preferred Length of Internship for each office.
- You may leave an optional comment for the NCF Program Staff at the bottom of the module.

Every effort will be made to arrive at optimal matches for each candidate and host office. Your rankings will be taken into consideration in making placement decisions. Please note that we cannot guarantee a placement at this time.

Please provide your rankings by \$CANDIDATERANKINGDUEDATE. If you no longer wish to be considered for this opportunity, please let us know.

Thank you!

NCF Program
National Cancer Institute
9609 Medical Center Drive Rm. 2E132
Rockville, MD 20850

Offer Acceptance

Subject:

Welcome to the NCI Communications Fellowship (NCF)!

Reserve Words (all uppercase):System will replace reserved words with appropriate text when Email is sent out.

Content:

← → **Formats** **B** *I* [List Icons] [Link Icon] **A** [Table Icon]

Dear \$STUDENTNAME:

Welcome to the NCI Communications Fellowship (NCF)! I look forward to working with you as an incoming NCF Fellow. The program begins on July 9, 2019. Orientation will be held on the program start date, July 9, 2019. On that day you will report to the main NIH campus in Bethesda, MD and attend NCI Orientation in the morning and HCIP Orientation in the afternoon.

You will be working in the \$HOST_OFFICE with your mentor, \$MENTOR_NAME (\$MENTOR_EMAIL_ADDRESS). Your office is located at \$CAMPUS_LOCATION.

You will be contacted soon by your host office regarding the hiring process. Your monthly stipend will be based on your most recently earned degree and, if relevant, your post-degree work experience. Information regarding your stipend amount, health insurance and benefits will be included in your official offer letter, which will come directly from your host office.

In the next few weeks I will send you a welcome email with orientation details and other important information regarding the NCF. In the meantime, you are encouraged to visit the NCF website (\$PUBLICSITE_URL) for information about housing, benefits, and the program itself.

If you have questions, please contact me NCF-Contact@mail.nih.gov I look forward to working with you!

Sincerely,

Kelly Holliday
Program Manager
NCI Communications Fellowship (NCF) Program
Office of Workforce Planning and Development
National Cancer Institute
E-mail: NCF-Contact@mail.nih.gov