

## ICRC Automated Emails

There are 13 automatic emails that are triggered by the system. Below is a list of all the emails. The content of the emails follows on the next 2 to 14 pages.

1. In Process Email -- Reminder email that is sent out to all applicants who have started an application but not yet submitted.
2. Application Received Email – This email is generated and sent out once an applicant submits their application. This email contains the link to the 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. 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).
7. Incomplete Email – This email is generated when the application deadline is passed and submitted applicants had missing pieces (reference letters or transcripts were missing).
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. Alternate Email – This email is generated to the applicants who have been chosen as alternates.
11. Visit Accepted Email – This email is generated when the selected ICRC candidate accepts the visit offer (a link to accept the visit is included in the “Selected Email”).
12. Internship Offered Email – This email is generated after the visit has occurred with the selected applicants and after the candidate has been offered a fellowship.
13. Offer Accepted Email – This email is generated once the selected candidate accepts their Fellowship offer. This is done through the Internship Offered Email.

1. In Process Email -- Reminder email that is sent out to all applicants who have started an application but not yet submitted.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#in-process>. The page header includes the NIH logo and the text "Introduction to Cancer Research Careers (ICRC)". A navigation menu contains various options such as "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

Below the navigation menu is a horizontal bar with tabs for different email statuses: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance". The "In Process" tab is currently selected.

The main content area is titled "In Process" and contains an email template editor. The "Subject" field is populated with "DUE TODAY! Introduction to Cancer Research Careers Program - Application not submitted". A blue callout box on the right side of the subject field reads: "Reserve Words (all uppercase); System will replace reserved words with appropriate text when Email is sent out." The "Content" field has a rich text editor toolbar and contains the following text:

Dear \$STUDENTNAME,

Thank you for your interest in the ICRC Program. The ICRC Selection Committee 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.

---

*Due, in part, to the recent hurricanes, the number of applicants for the 2018 ICRC program is less than previous years. We highly recommend you take advantage of the smaller submission numbers and apply!*

*\* If you are an individual affected by the recent hurricanes and feel your application may be affected, please contact us at the number or email below. We will do our best to work with you during this challenging time.*

---

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

Thank you,

ICRC Program Staff  
NCI Office of Workforce Planning and Development  
National Cancer Institute  
Phone: 240-276-5162  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)

The browser's address bar at the bottom shows the URL: <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#8>.

2. Application Received Email – This email is generated and sent out once an applicant submits their application. This email contains the link to the survey.

The screenshot shows a web browser window with the address bar displaying <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#icrc-application-received>. The page header includes the NIH logo and the text 'NATIONAL CANCER INSTITUTE'. Below the header is a navigation menu with various options like 'Application Process', 'Email Maintenance', 'Site Control', etc. The main content area features a breadcrumb trail: 'In Process' > 'ICRC Application Received' > 'Request Reference' > 'Missing Items' > 'Ineligible' > 'Complete' > 'Incomplete' > 'Selected' > 'Not Selected' > 'Alternate' > 'Visit Accepted' > 'Internship Offered' > 'Offer Acceptance'. The 'ICRC Application Received' tab is highlighted in red. The email composition area has a 'Subject' field containing 'ICRC Application Received' and a 'Content' field with a rich text editor. A blue callout box on the right side of the content field reads: 'Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out.' The email body text in the content field includes: 'Dear \$STUDENTNAME, Thank you for your interest in the ICRC Program! Your application has been received. If for some reason you were unable to upload documents required for your application to be considered complete, please email them to: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov). Note: these documents must be received by the \$APPLICATION\_DEADLINE\_DATE deadline. Please inform your references that they will be emailed a reference request from the NCI on your behalf and remind them of the \$REFERENCE\_DEADLINE\_DATE deadline. It is your responsibility to ensure that these letters are submitted on time. You will receive an e-mail from ICRC when your application is complete. Your application is not considered complete until you receive a confirmation email. We look forward to reviewing your completed application! Please consider taking a few moments to complete a short [survey](#) regarding the application process. Thank you, ICRC Program Staff, Office of Workforce Planning and Development, National Cancer Institute, E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov), 240-276-5162'. The browser's address bar at the bottom shows <https://icrc.nci.nih.gov/icrcng/internal/submitInterviewRequests.action>.

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.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#request-reference>. The page is titled "Introduction to Cancer Research Careers (ICRC)" and features a navigation menu with options like "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

The main content area displays a series of tabs for email status: "In Process", "ICRC Application Received", "Request Reference" (highlighted in red), "Missing Items", "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance".

The "Request Reference" tab is active, showing a form for configuring an email. The "Subject" field contains the text: "LAST DAY TO SUBMIT - ICRC Request for Reference Letter – DUE \$REFERENCE\_DEADLINE\_DATE". A blue callout box on the right states: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out."

The "Content" field is a rich text editor with a toolbar. The email body text is as follows:

To \$REFERENCENAME,

\$STUDENTNAME has applied to the National Cancer Institute's Introduction to Cancer Research Careers Program (ICRC) and has provided your name as a reference. Your letter of recommendation will carry significant weight in the selection process.

In your letter, please comment on this candidate's academic and career interests, abilities, accomplishments, and preparedness for scientific research. Kindly include as much detail as possible.

Reference letters are due on Monday, \$REFERENCE\_DEADLINE\_DATE. You may compose the letter in another program and then cut and paste it into the form. NOTE: There is a 8000-character limit.

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

If you have any questions or concerns, please contact us at the e-mail or phone below. If you would like more information about the program to which this candidate has applied, please visit: \$PUBLICSITE\_URL

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

ICRC Program Staff  
Office of Workforce Planning and Development  
National Cancer Institute  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)  
240-276-5162

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).

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#missing-items>. The page is titled "Introduction to Cancer Research Careers (ICRC)" and features a navigation menu with options like "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

Below the navigation menu, there is a tabbed interface with the following tabs: "In Process", "ICRC Application Received", "Request Reference", "Missing Items" (highlighted in red), "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance".

The "Missing Items" tab is active, displaying a form for configuring an email template. The "Subject" field contains "ICRC Application- missing items". A blue callout box on the right states: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The "Content" field contains the following text:

Dear \$STUDENTNAME,

In order for us to continue processing your application, please submit the following missing item(s) as soon as possible. All items MUST be received no later than Thursday, \$APPLICATION\_DEADLINE\_DATE, except for the reference letters which are due no later than Monday, \$REFERENCE\_DEADLINE\_DATE.

**\$MISSINGITEMS**

If you are missing a letter of recommendation, please remind your reference to submit a letter on your behalf. They may submit this via a unique link that was emailed to them on the day you submitted your application. The ICRC program will also send out reminder messages that includes the link.

If you are missing transcripts and are not able to request official transcripts in time for the deadline, unofficial transcripts can be emailed as a placeholder. Official transcripts will be required if you are selected for an internship.

We look forward to reviewing your complete application.

ICRC Program Staff  
Office of Workforce Planning and Development  
National Cancer Institute  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)  
Phone: 240-276-5162

The browser's address bar at the bottom shows the URL <https://icrc.nci.nih.gov/icrcng/internal/finalCandidatesList.action>.

## 5. Ineligible Email – This email is generated to applicants who are not eligible for the program.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#ineligible>. The page header includes the NIH logo and the text "NATIONAL CANCER INSTITUTE". Below the header is a navigation menu for "Introduction to Cancer Research Careers (ICRC)" with various options like "Application Process", "Email Maintenance", "Site Control", etc. The main content area features a tabbed interface with "Ineligible" selected. Below the tabs is a "Subject" field containing "Introduction to Cancer Research Careers Program - Eligibility" and a "Content" field with a rich text editor. The email content includes a placeholder for the student's name, a message of regret, a link to a training website, and contact information for the ICRC Program Staff.

**In Process** | ICRC Application Received | Request Reference | Missing Items | **Ineligible** | Complete | Incomplete | Selected | Not Selected | Alternate | Visit Accepted | Internship Offered | Offer Acceptance

### Ineligible

**Subject:**  
Introduction to Cancer Research Careers Program - Eligibility

**Content:**

Dear \$STUDENTNAME,

Thank you for your interest in the ICRC Program. We regret to inform you that the ICRC Selection Committee will be unable to review your application because you are not eligible for the program. Please visit [this website](#) to review the program requirements.

If you are still interested in pursuing training at the NCI, we would like you to know there are alternative ways to seek an internship. We encourage you to submit an application to the NIH Office of Intramural Training and Education website: <http://www.training.nih.gov>. This site makes your information available to all NIH investigators seeking to fill summer and/or post-baccalaureate internship positions.

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

Best of luck with your future career.

ICRC Program Staff  
Office of Workforce Planning and Development  
National Cancer Institute  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)

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

<https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#5>

6. 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).

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#complete>. The page header includes the NIH logo and the text "Introduction to Cancer Research Careers (ICRC)". A navigation bar contains various menu items such as "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

Below the navigation bar is a horizontal menu with tabs for different application stages: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete" (highlighted in red), "Incomplete", "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance".

The main content area is titled "Complete" and contains the following information:

- Subject:** ICRC Application Complete
- Content:** A rich text editor with a toolbar. The text in the editor reads:  
Dear \$STUDENTNAME,  
Thank you for your interest in the ICRC Program! Your application is now complete.  
You will be notified of the selection committee's decision between late-December and early January.  
Thank you,  
ICRC Program Staff  
Office of Workforce Planning and Development  
National Cancer Institute  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)  
Phone: 240-276-5162

A blue callout box on the right side of the content area contains the text: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out."

The browser's address bar at the bottom shows the URL: <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#6>.

7. Incomplete Email – This email is generated when the application deadline is passed and submitted applicants had missing pieces (reference letters or transcripts were missing).

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#incomplete>. The page header includes the NIH logo and the text "Introduction to Cancer Research Careers (ICRC)". A navigation bar contains various menu items such as "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

Below the navigation bar, a series of tabs represent different application stages: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete", "Incomplete" (highlighted in red), "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance".

The main content area is titled "Incomplete" and contains the following information:

- Subject:** Introduction to Cancer Research Careers Program - Incomplete Application
- Content:** A rich text editor with a toolbar containing options like "Formats", "B", "I", "List", "Link", "A", and "Table". The text in the editor reads:  
Dear \$STUDENTNAME,  
Thank you for your interest in the ICRC Program. We regret to inform you that the NCI ICRC Selection Committee was unable to review your application because it was incomplete.  
If you have any further questions or concerns, please contact us at the e-mail address below.  
Best of luck with your future career.  
ICRC Program Staff  
Office of Workforce Planning and Development  
National Cancer Institute  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)

A blue callout box on the right side of the content area contains the text: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out."



## 8. Selected Email – This email is generated to the ICRC candidates who have been chosen.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#selected>. The page header includes the NIH logo and the text "NATIONAL CANCER INSTITUTE". Below the header is a navigation menu with options like "Application Process", "Email Maintenance", "Site Control", etc. The "Email Maintenance" section is active, and a sub-menu shows various email status categories. The "Selected" category is highlighted in red. Below the menu, there is a "Selected" section with a "Subject" field containing "Introduction to Cancer Research Careers Program" and a "Content" field with a rich text editor. A blue callout box on the right says "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The content field contains a draft email template starting with "Dear \$STUDENTNAME," and providing information about the ICRC selection process, stipend, housing, and confirmation requirements. The footer of the browser shows the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#8>.

NIH NATIONAL CANCER INSTITUTE Administration Guide BOSWELL, AGUSTINA

### Introduction to Cancer Research Careers (ICRC)

Application Process | **Email Maintenance** | Site Control | Missing Items Report | Manage Files | Signup Mailing List | General Mailing List | Manage Users | Submit/View Access Request(s) | Submit Interview Request(s) | View Interview Request(s) | ICRC Candidate(s) List | Matched Candidate(s) List

In Process | ICRC Application Received | Request Reference | Missing Items | Ineligible | Complete | Incomplete | **Selected** | Not Selected | Alternate | Visit Accepted | Internship Offered | Offer Acceptance

#### Selected

**Subject:**  
Introduction to Cancer Research Careers Program

**Content:**

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

Dear \$STUDENTNAME,

The ICRC Selection Committee has reviewed your application and we are pleased to inform you that you have been accepted into the program! 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!

Please read entire e-mail.

This e-mail provides you with very important information that you should be aware of before accepting to come for the visit.

The ICRC participants who are offered an internship will receive a monthly stipend plus a housing subsidy. ICRC participants will need to secure their own housing for the internship period. Postbacs will get a monthly stipend plus a housing subsidy for the summer internship period ONLY.

ICRC interns are paid a monthly stipend through a Cancer Research Training Award (CRTA). The amount of your monthly stipend will be based on your educational level (year in school), your GPA, your highest earned degree, and your relevant post-degree experience. Taxes are not withheld; however, your stipend is taxable income. ICRC interns earn on average between \$3,000 and \$3,600 per month including housing subsidy. Please note that there may be exceptions to this.

In addition to your monthly stipend and housing subsidy, you will receive health insurance and a transportation subsidy for metro train and buses.

Start and end dates of the internship will be determined by you and the Principal Investigator (PI) that will potentially hire you, and typically begin around the first week of June. On average the internship lasts between 10-12 weeks, no less.

We need confirmation from you so that we can begin planning for your February visit (February 11-13). Please use this link [\\$URL](#) to submit your reply. If you are unable to confirm by Monday, December 25, please contact us immediately. If you fail to respond or contact us, your spot will be offered to one of the alternate applicants.

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

We look forward to hearing from you!

Agustina Boswell

<https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#8>

9. Not Selected Email – This email is generated to the applicants who were not selected for the program.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#not-selected>. The page header includes the NIH logo and the text "NATIONAL CANCER INSTITUTE". Below the header is a navigation menu with options like "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

The main content area features a horizontal menu with various status categories: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected" (highlighted in red), "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance".

The "Not Selected" section contains a "Subject" field with the text "Introduction to Cancer Research Careers Program" and a "Content" field with a rich text editor. A blue callout box on the right side of the content field reads: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The content of the email template is as follows:

Dear **\$STUDENTNAME**,

Thank you for your interest in the National Cancer Institute. The ICRC Selection Committee has reviewed your application and we regret to inform you that your application was not among those selected for the program. This year's applicant pool included many qualified candidates and, thus, acceptance into the program was highly competitive.

If you are still interested in pursuing training at the NCI, we would like you to know there are alternative ways to seek an internship. We encourage you to submit an application to the NIH Office of Intramural Training and Education website: <http://www.training.nih.gov>. This site makes your information available to all NIH investigators seeking to fill internship positions.

We encourage you to apply again next year.

Best of luck with your future career,

ICRC Program Staff  
NCI Office of Workforce Planning and Development  
National Cancer Institute  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)

10. Alternate Email – This email is generated to the applicants who have been chosen as alternates.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#alternate>. The page header includes the NIH logo and the text "NATIONAL CANCER INSTITUTE". Below the header is a navigation menu with options like "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

The main content area features a series of tabs: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected", "Alternate" (highlighted in red), "Visit Accepted", "Internship Offered", and "Offer Acceptance".

The "Alternate" tab is active, displaying an email template editor. The "Subject" field contains "Introduction to Cancer Research Careers Program". A blue tooltip box on the right says "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The "Content" field has a rich text editor toolbar and contains the following text:

Dear **\$STUDENTNAME**:

Thank you for your interest in the National Cancer Institute. The ICRC Selection Committee has reviewed your application and you have been selected as an alternate. This year's applicant pool included many qualified candidates and, thus, acceptance into the program was highly competitive.

Your application was highly ranked and should any of the selected candidates decline their offer, you may be extended an invitation to participate in the program. You will know the final outcome no later than the week of December 25th.

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

ICRC Program Staff  
Office of Workforce Planning and Development  
National Cancer Institute  
Phone: 240-276-5162  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)

11. Visit Accepted Email – This email is generated when the selected ICRC candidate accepts the visit offer (a link to accept the visit is included in the “Selected Email”.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#visit-accepted>. The page header includes the NIH logo and the text "Introduction to Cancer Research Careers (ICRC)". A navigation bar contains various menu items, with "Email Maintenance" selected. Below the navigation bar, a series of tabs represent different stages of the ICRC process, with "Visit Accepted" highlighted in red. The main content area displays the email subject "ICRC Program-Visit Details" and the email content. A blue box on the right side of the content area contains the text: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The email content begins with "Dear \$STUDENTNAME," and includes information about the February visit, travel arrangements, and a deadline for completing forms.

In Process ICRC Application Received Request Reference Missing Items Ineligible Complete Incomplete Selected Not Selected Alternate **Visit Accepted** Internship Offered Offer Acceptance

### Visit Accepted

**Subject:**  
ICRC Program-Visit Details

**Content:**

Dear \$STUDENTNAME,

Thank you for accepting the ICRC February visit!

We are actively preparing for your visit on February 11-13th and would like to share some details with you. As a reminder, being selected for the February visit does not guarantee you an internship. As previously stated, during the February visit you will have the opportunity to interview with several NCI offices. Please review the following instructions carefully.

It's important that the action items are completed by their respective deadlines. If you are unable to meet these deadlines, please let us know immediately.

**Visit Timeline**

You will arrive to the Washington, DC area on Sunday, February 11<sup>th</sup> in the afternoon and are required to check into the hotel no later than 6pm. Depending on which DC airport you fly into, you will take a cab or public transportation to the hotel. You will be reimbursed for whichever option you choose. There will be a mandatory welcome dinner at 7pm that evening during which you will receive your interview schedule and other pertinent information.

On Monday the 12<sup>th</sup> and Tuesday the 13<sup>th</sup> you will participate in interviews. Interviews will end no later than 5pm on the 13<sup>th</sup> and you will fly out that evening.

**Travel**

Our travel planner will make your travel arrangements. Please do NOT book your own travel as you will NOT be reimbursed if you do. Government sponsored travel is required to go through a government contracted travel agency and is restricted to federal guidelines.

There are three forms that you must complete in order for us to process your travel for the February visit. All three forms are attached – please fill them out electronically and email the completed documents to [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov).

**Travel Request Form – Due Tuesday, January 2nd**

Please make sure you specify which airport you will be flying out of on February 11th and which airport you will be returning to on February 13th. Please be mindful of where you will be departing from on February 11th. In most cases this will be the airport closest to your school.

If you live in the DMV (Washington, DC, Maryland, or Virginia) please plan on taking public transportation or using your personally owned vehicle. You will be reimbursed for whichever option you choose. If you live in the DMV please indicate

12. Internship Offered Email – This email is generated after the visit has occurred with the selected applicants and after the candidate has been offered a fellowship.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#internship-offered>. The page header includes the NIH logo and the text "Introduction to Cancer Research Careers (ICRC)". A navigation bar contains various menu items such as "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

Below the navigation bar is a horizontal menu with tabs: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered" (highlighted in red), and "Offer Acceptance".

The main content area is titled "Internship Offered". It features a "Subject:" field with the text "ICRC Program-Match Status" and a "Content:" field with a rich text editor. A blue callout box on the right side of the content field reads: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The content field contains the following text:

Dear \$STUDENTNAME,

Thank you for already accepting your internship offer. We are testing our new system and would like you to please review this email, and accept your internship at the bottom of this message.

|

THIS E-MAIL INCLUDES IMPORTANT INFORMATION. PLEASE READ THE ENTIRE EMAIL BEFORE ACCEPTING OR DECLINING THE OFFER.

I have received everyone's requests and I am pleased to tell you that you have matched with \$INVESTIGATORNAME in \$ORGANIZATIONNAME for a \$POSITIONTYPE internship position. At the end of this email, please either accept or decline your offer.

**IMPORTANT**  
Short-term furnished housing in the DC area can be very costly. To help defray the cost of housing, the ICRC program will increase your stipend by 35%. If you accept the offer, I urge you to start looking for housing options ASAP.

Health insurance will be provided, if needed. You can also elect to receive a subsidy for public transportation. Therefore, the only additional expenses you may incur during your summer internship, besides your housing, will be food and personal expenses.

Once I receive your confirmation, someone from the lab/office you matched with will contact you to:

1. Review your training plan with you and send you a copy for your signature. Please send it back ASAP as the hiring paperwork cannot be processed without it.
2. Begin paperwork for your CRTA (Cancer Research Training Award) fellowship. You will be asked to complete forms and to submit documents. Please respond in a timely manner. If letters of reference are requested, please let them know that I have them on file.

I highly recommend that at this point you begin a file for paperwork related to your hiring and your internship. Start it with a copy of this e-mail.

**STIPENDS**  
Stipends are based on your education level, GPA and experience.

13. Offer Accepted Email – This email is generated once the selected candidate accepts their Fellowship offer. This is done through the Internship Offered Email.

The screenshot shows a web browser window with the URL <https://icrc.nci.nih.gov/icrcng/internal/emailMaintenance.action#offer-acceptance>. The page header includes the NIH logo and the text "Introduction to Cancer Research Careers (ICRC)". A navigation bar contains various menu items such as "Application Process", "Email Maintenance", "Site Control", "Missing Items Report", "Manage Files", "Signup Mailing List", "General Mailing List", "Manage Users", "Submit/View Access Request(s)", "Submit Interview Request(s)", "View Interview Request(s)", "ICRC Candidate(s) List", and "Matched Candidate(s) List".

Below the navigation bar is a horizontal menu with tabs: "In Process", "ICRC Application Received", "Request Reference", "Missing Items", "Ineligible", "Complete", "Incomplete", "Selected", "Not Selected", "Alternate", "Visit Accepted", "Internship Offered", and "Offer Acceptance" (highlighted in red). The "Offer Acceptance" tab is active, displaying the email configuration interface.

The "Offer Acceptance" section includes a "Subject:" field with the text "Welcome to the NCI Introduction to Cancer Research Careers (ICRC) Program" and a "Content:" field with a rich text editor. A blue callout box states: "Reserve Words (all uppercase): System will replace reserved words with appropriate text when Email is sent out." The content field contains the following text:

Dear \$STUDENTNAME,

Welcome to the NCI Introduction to Cancer Research Careers (ICRC) Program! I look forward to working with you as an incoming ICRC fellow. As a reminder, NCI's Summer Intern Orientation will be held on June 20th from 9 am - 12 pm at the NIH Bethesda Campus in building 10, in the Lipsett Auditorium. As an ICRC fellow, you are required to attend this.

You will be working with \$INVESTIGATORNAME in \$ORGANIZATIONNAME for a \$POSITIONTYPE internship position.

Someone from \$INVESTIGATORNAME's lab/office may already have contacted you to begin your hiring paperwork.

If you have any questions in the meantime, please feel free to contact me.

Sincerely,

Agustina Boswell  
Introduction to Cancer Research Careers  
National Cancer Institute  
Office of Workforce Planning and Development  
9609 Medical Center Drive Rm 2E134 MSC 9758  
Bethesda, MD 20892-9758  
Phone: 240-276-5162  
E-mail: [ICRC-Contact@mail.nih.gov](mailto:ICRC-Contact@mail.nih.gov)  
Web Address: <http://icrc.nci.nih.gov>