

## Email Notifications from CRU Reporting System

Notification to grant applicant organization indicating that it needs to enter system to complete the CRU Form.

### For Grant Applicants

To: Principal Investigator (only PI for this application) and Signing Official  
CC: Grant Specialist and Program Officer  
Subj: Your NIH Grant Application  
Body: Thank you for submitting your grant application [insert grant #] to the NIH for consideration. You are receiving this email because it appears that your proposed research may involve the use of chimpanzees or chimpanzee biomaterials. Per the NIH policy decision on the use of chimpanzees in NIH-supported research (see [NOT-OD-14-024](#)), the NIH needs additional information about your research before taking funding action or otherwise allowing the research to proceed.

If your proposed research involves chimpanzees, the NIH Council of Councils Chimpanzee Research Use Panel (CRUP) will consider information submitted through an online form created specifically for this purpose.

If your proposed research involves stored chimpanzee biomaterials or other chimpanzee involvement considered "exempt from CRUP consideration" (see [NOT-OD-14-024](#)), we ask that you provide additional details about the proposed research so NIH can verify that the use of chimpanzees or chimpanzee biomaterials is exempt from CRUP consideration.

To enter NIH's CRU Reporting System and begin providing the information, click [here](#). If your grant application does not involve the use chimpanzees or chimpanzee biomaterials you will have the opportunity to certify this after clicking the link.

The deadline for submitting your CRU form or certification is [INSERT DATE]. Forms submitted after the due date may delay consideration by the NIH. If you have questions about this request, please contact [dpcpsi@od.nih.gov](mailto:dpcpsi@od.nih.gov).

Thank you,

NIH Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI)

### For Contract Proposals, Intramural, 3<sup>rd</sup> Party Project

TO: Offeror Primary Contact/PI/Project Manager  
CC: [DPCPSI@od.nih.gov](mailto:DPCPSI@od.nih.gov)  
Subj: Your NIH [Contract Proposal, Research Proposal]

Thank you for submitting [a response to contract proposal# OR research protocol#] to the NIH for consideration. You are receiving this email because it appears that your proposed research involves the use of chimpanzees or chimpanzee biomaterials. Per NIH policy decision on the use of chimpanzees in NIH-supported research (see [NOT-OD-14-024](#)), the NIH needs additional information about your research before taking funding action or otherwise allowing the research to proceed.

If your proposed research involves chimpanzees, the NIH Council of Councils Chimpanzee Research Use Panel (CRUP) will consider information submitted through an online form created specifically for this purpose.

If your proposed research involves stored chimpanzee biomaterials or other chimpanzee involvement considered “exempt from CRUP consideration” (see [NOT-OD-14-024](#)), we ask that you provide additional details about the proposed research so NIH can verify that the use of chimpanzees or chimpanzee biomaterials is exempt from CRUP consideration.

To enter NIH’s CRU Reporting System and begin providing the information, click [here](#).

The deadline for submitting your CRU form is [INSERT DATE]. Forms submitted after the due date may delay consideration by the NIH. If you have questions about this request, please feel free to contact me.

Thank you,

[Contracting Officer or Scientific Director or ORIP Program Officer signature block]

If OLAW determines that the proposed research is “subject to CRUP consideration”, the process returns to the ‘Complete CRU Report’ activity, and the system sends notification to applicant indicating he/she need to complete the rest of CRU form.

**For Grants and Intramural only**

To: Principal Investigator (only PI for this application) and Signing Official  
CC: Grant Specialist and Program Officer OR Scientific Director; [dpcpsi@od.nih.gov](mailto:dpcpsi@od.nih.gov)  
Subj: Your NIH Application # [insert grant # OR intramural protocol #]  
Body: Thank you for submitting your Chimpanzee Research Use Report # [insert CRU Report #] on [date]. You were asked to provide additional details about your research so the agency could verify whether the proposed use of chimpanzees or chimpanzee biomaterials is exempt from consideration by the Chimpanzee Research Use Panel (CRUP) or provide the completed form to the CRUP for their consideration.

In your response, you indicated that the proposed research is “exempt from CRUP consideration”. The NIH has read your response and determined the following:

[insert the portion of the OLAW review that is for the applicant organization to see, this text should include information concerning deadline for response]

The status of your CRU Report has been changed to “Subject to CRUP Consideration.” You will need to complete the remaining sections of the CRU Form found at the link above by [insert due date].

If you have questions about this request, please contact [dpcpsi@od.nih.gov](mailto:dpcpsi@od.nih.gov).

Thank you,

NIH Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI)

### For Contracts and 3<sup>rd</sup> Party Contracts

TO: Offeror Primary Contact/PI/Project Manager

CC: [DPCPSI@od.nih.gov](mailto:DPCPSI@od.nih.gov)

Subj: Your NIH Contract Proposal

Body: Thank you for submitting your Chimpanzee Research Use Report # [insert CRU Report #] on [date]. You were asked to provide additional details about your research so the agency could verify whether the proposed use of chimpanzees or chimpanzee biomaterials is exempt from consideration by the Chimpanzee Research Use Panel (CRUP) or provide the completed form to the NIH for consideration.

You indicated that the proposed research is “exempt from CRUP consideration”. The NIH has read your response and determined the following.

[insert the portion of the OLAW review that is for the applicant organization to see, this text should include information concerning deadline for response]

The status of your CRU Report has been changed to “Subject to CRUP Consideration” and you will need to complete the remaining sections of the CRU Form found at the link above by [insert due date].

If you have questions about this request, please contact me.

Thank you,

Contract Officer OR ORIP Program Officer signature block

If DPCPSI determines that the report is incomplete, notification to the Submitting Organization informing them that they need to provide additional information.

### For Grants and Intramural only

To: Principal Investigator (only PI for this application) and Signing Official

CC: Grant Specialist and Program Officer OR Scientific Director

Subj: Your NIH Application/Intramural # [insert grant # OR intramural protocol #]

Body: Thank you for submitting your Chimpanzee Research Use Report # [insert CRU Report #] on [date]. Upon inspection, we found that the following information is missing or incomplete:

[Insert the portion of the DPCPSI completeness review that is for the applicant organization to see]

Please enter the CRU Reporting System at the link above and submit the requested information. Any information received after the due date, as provided in the original notification, may delay consideration by the NIH. That due date is [insert due date].

If you have questions about this request, please contact [dpcpsi@od.nih.gov](mailto:dpcpsi@od.nih.gov).

Thank you,

NIH Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI)

For Contracts and 3<sup>rd</sup> Party

To: Offeror Primary Contact/PI/Project Manager  
Subj: Your NIH Offer # [insert grant # OR RFP #]  
Body: Thank you for submitting your Chimpanzee Research Use Report # [insert CRU Report #] on [date]. Upon inspection, the NIH found that the following information is missing or incomplete:

[Insert the portion of the DPCPSI completeness review that is for the applicant organization to see]

Please enter the CRU Reporting System at the link above and submit the requested information. Any information received after the due date, as provided in the original notification, may delay consideration by the NIH. That due date is [insert due date].

If you have questions about this request, please contact me.

Thank you,

Contracting Officer OR ORIP Program Officer Signature Block

If needed: Notification to provide additional information as a result of the initial consideration by CRUP members.

For Grants and Intramural only

To: Principal Investigator (only PI for this application) and Signing Official  
CC: Grant Specialist and Program Officer OR Scientific Director; [dpcpsi@od.nih.gov](mailto:dpcpsi@od.nih.gov)  
Subj: Your NIH Application#/Intramural# [insert grant # OR intramural protocol #]  
Body: Thank you for submitting your Chimpanzee Research Use Report # [insert CRU Report #] for [grant # OR intramural protocol #]. The Chimpanzee Research Use Panel (CRUP) has requested additional information about the proposed research. Please re-enter the CRU Reporting System at the link above to view the information requested by the CRUP.

Please submit the requested information by [insert due date].

If you have any questions, please contact [dpcpsi@od.nih.gov](mailto:dpcpsi@od.nih.gov).

NIH Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI)

For Contracts and 3<sup>rd</sup> Party Contracts

To: Offeror Primary Contact/Principal Investigator/Project Manager  
Subj: Your NIH Application or Offer # [insert grant # OR RFP #]  
Body: Thank you for submitting your Chimpanzee Research Use Report # [insert CRU Report #]. The Chimpanzee Research Use Panel (CRUP) has requested additional information. Please reenter the CRU Reporting System at [insert link] to view the information requested by the CRUP.

Please submit the requested information by [insert date].

Thank you,

Contracting Officer OR ORIP Program Officer Signature Block