

ATTACHMENT 3

E-Mails to applicant

Email to applicant when application is submitted

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: NCI GSRP Application Received

Dear <Applicant Name>,

Your application was received on <month day, year>.

Requests were sent to your <num required references> referees to provide letters of reference by <supporting doc deadline: HH:MM AM/PM on month day, year timezone>. It is your responsibility to ensure that we have received the <num required references> required letters of reference by the deadline. If you need to request a letter from an alternate, you may do so through your application account. If more than <num required references> letters are received, only the first <num required references> letters will be reviewed.

You may visit <https://nci-gsrp.cancer.gov> to log in to your application account and view the status of your letters of reference.

We look forward to receiving your letters of reference.

Thank you for applying to the NCI Graduate Student Recruiting Program.

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
<https://nci-gsrp.cancer.gov>

This is an automated email. Please do not reply to this email.
For questions about the program, please contact ncigsrp@mail.nih.gov.
For concerns about the website, please contact nci-gsrp@imsweb.com.

Email to applicant when letter of reference is submitted but not all required letters have been received

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: NCI GSRP Letter of Reference Received

Dear <Applicant Name>,

A letter of reference from <Referee Name> was received on <month day, year>.

At this point, <num submitted references> <letter has|letters have> been received out of the <num required references> letters required. **It is your responsibility to ensure that we have received the required letters of reference by <supporting doc deadline: HH:MM AM/PM on month day, year timezone>.**

Please be sure that your referees add nci-gsrp@imsweb.com to their e-mail address book. If they do not receive your request for a reference letter, please contact nci-gsrp@imsweb.com immediately. Technical Support is available Monday through Friday, from 9:00 am to 5:00 pm U.S. Eastern Time.

If you need to request a letter from an alternate, you may do so through your application account. If more than <num required references> letters are received, only the first <num required references> letters will be reviewed.

You may visit <https://nci-gsrp.cancer.gov> to log in to your application account and view the status of your letters of reference.

We look forward to receiving your remaining letters of reference.

Sincerely,

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National Cancer Institute
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Email to applicant once all required letters of reference have been received

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: NCI GSRP Letters of Reference Complete

Dear <Applicant Name>,

A letter of reference from <Referee Name> was received on <month day, year>.

All required letters of reference have been received. Your application will now be reviewed. You may expect to hear from us by approximately <expected notification date: month day, year> regarding the status of your application.

You may visit <https://nci-gsrp.cancer.gov> to log in to your application account and view the status of your application.

Sincerely,

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Email to applicant reminding that application has not yet been submitted

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Reminder: NCI GSRP Application Deadline is <month day> (when > 10 days from deadline)
Reminder: NCI GSRP Application Deadline is <month day> - ONLY X DAYS LEFT (when <= 10 days from deadline)
Reminder: NCI GSRP Application Deadline is TOMORROW, <month day> (when 1 day before deadline)
Reminder: NCI GSRP Application Deadline is TODAY, <month day> (when day of deadline)

Dear <Applicant Name>,

Thank you for your interest in the NCI Graduate Student Recruiting Program. We look forward to receiving your submitted application by the application deadline, <application deadline: HH:MM AM/PM on month day, year timezone>.

To complete and submit your application, please visit https://nci-gsrp.cancer.gov/ and log in to your account. If you do not remember your username or password, please click the Log In link and then click the IMS Login Service link. Click the "Forgot your password?" link on the IMS Login Service page to either retrieve your username or reset your password.

Thank you for your interest in the NCI Graduate Student Recruiting Program.

Sincerely,

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For concerns about the website, please contact nci-gsrp@imsweb.com.

Email to applicant reminding that reference letters are pending

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Reminder: NCI GSRP Reference Letter Deadline is <month day> (when > 10 days from deadline)
Reminder: NCI GSRP Reference Letter Deadline is <month day> - ONLY X DAYS LEFT (when <= 10 days from deadline)
Reminder: NCI GSRP Reference Letter Deadline is TOMORROW, <month day> (when 1 day before deadline)
Reminder: NCI GSRP Reference Letter Deadline is TODAY, <month day> (when day of deadline)

Dear <Applicant Name>,

We would like to remind you that we have not received all of your required letters of reference.

At this point, <num submitted references> <letter has|letters have> been received out of the <num required references> letters required. It is your responsibility to ensure that we have received the required letters of reference by <supporting doc deadline: HH:MM AM/PM on month day, year timezone>.

Please be sure that your referees add nci-gsrp@imsweb.com to their e-mail address book. If they do not receive your request for a reference letter, please contact nci-gsrp@imsweb.com immediately. Technical Support is available Monday through Friday, from 9:00 am to 5:00 pm U.S. Eastern Time.

If you need to request a letter from an alternate, you may do so through your application account. If more than <num required references> letters are received, only the first <num required references> letters will be reviewed.

You may visit https://nci-gsrp.cancer.gov to log in to your application account and view the status of your letters of reference.

We look forward to receiving your remaining letters of reference.

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Email to applicant when Status set to Incomplete

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

We have determined that your application was not complete because it did not contain the <num required references> required reference letters. We regret to inform you that your application was therefore not selected for further consideration.

Thank you for your interest in the NCI Graduate Student Recruiting Program. We wish you the best in your future pursuits.

Sincerely,

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National Cancer Institute
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Email to applicant when Status set to Ineligible

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

We have determined that your application did not meet our eligibility criteria. We require that you must be enrolled in a PhD program in the U.S. and on schedule to complete your PhD degree requirements in the current year.

Thank you for your interest in the NCI Graduate Student Recruiting Program. We wish you the best in your future pursuits.

Sincerely,

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National Cancer Institute
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Email to applicant when Status set to Withdrawn

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

Your application was withdrawn on <month day, year>.

Thank you for your interest in the NCI Graduate Student Recruiting Program. We wish you the best in your future pursuits.

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
<https://nci-gsrp.cancer.gov>

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Email to applicant when Status set to Pending Confirmation

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

Congratulations! You have been selected to participate in the Graduate Student Recruiting Program event from <event start date: month day, year> to <event end date: month day, year>.

You must confirm by <attendance_confirmation_date: HH:MM AM/PM on month day, year timezone> that you intend to participate. If you do not confirm, your invitation may be retracted and offered to a candidate on the wait list.

Please visit <https://nci-gsrp.cancer.gov/> and log in to your account to provide this confirmation.

Thank you.

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
<https://nci-gsrp.cancer.gov>

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Email to applicant when Status set to Wait Listed

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

Your application has been placed on the wait list. Please expect to hear from us by <wait list notification date: month day, year> regarding your final status.

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
<https://nci-gsrp.cancer.gov>

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Email to applicant when Status set to Retracted

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

Your invitation to participate in the NCI Graduate Student Recruiting Program was retracted on <month day, year>.

Since we did not receive your confirmation to participate in the event, we have retracted the invitation in order to provide another applicant the opportunity to participate.

Thank you for your interest in the NCI Graduate Student Recruiting Program. We wish you the best in your future pursuits.

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
<https://nci-gsrp.cancer.gov>

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For concerns about the website, please contact nci-gsrp@imsweb.com.

Email to applicant when Status set to Accepted

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

Congratulations on your acceptance to the NCI Graduate Student Recruiting Program. Please read the instructions below carefully as they will answer many questions you might have about the event, travel arrangements, and lodging issues. One focus of the Program is to introduce you to NCI investigators with whom you might want to pursue postdoctoral training. You can facilitate that process by accessing the [CCR positions](#) and [DCEG Fellowships and Training](#) pages. There you will find postdoctoral opportunities at NCI and you will be able to learn about the scope of our investigators' research. You can also find information on the laboratories within [CCR](#) and [DCEG](#) and begin to identify investigators that might be working in an area of research that you would find interesting.

Please contact investigators directly to set up times for interviews during the event (free time to interview is built in the program during the afternoon of both days). We recommend that you inform them that you have been selected to attend the event when you contact them and that you attach your most recent CV. If you are interested in interviewing with investigators at the National Cancer Institute (NCI) - Frederick, please let us know since special travel arrangements have to be done. If this is not in your plans, please continue with your travel arrangements as described below.

<CONTRACTOR NAME> is pleased to provide you with logistical services, including hotel accommodations and travel arrangements, in support of your attendance. For more information, please contact <POC Name> at <POC email>.

Please review the following important information:

CONFERENCE SITE:
National Institutes of Health
Porter Building
9000 Rockville Pike
Bethesda, MD 20892

Please be sure to bring two forms of government-issued identification to the NIH campus with you each day in order to pass through security screening.

TRAVEL
All travel arrangements must be made by <CONTRACTOR NAME>.

Sincerely,

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National Cancer Institute
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For concerns about the website, please contact nci-gsrp@imsweb.com.

Email to applicant when Status set to Rejected

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Applicant
SUBJECT: Your NCI GSRP Application

Dear <Applicant Name>,

Thank you for applying to the NCI Graduate Student Recruiting Program. Interest in the program was high and the selection process was very competitive. Unfortunately we were not able to invite all the authors of the abstracts that were submitted to join us in Bethesda. However, the selection committee has arranged to provide NCI principal investigators with access to the applications of individuals not chosen to attend the program. If you indicated your willingness to have your information shared with the wider NCI community of investigators, it is possible that you will be contacted directly regarding postdoctoral positions at the NCI in the future.

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