ATTACHMENT 4

E-Mails to Referee

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

Dear <Referee Name>,

<Applicant Name> has requested that you provide a letter of reference for their application to the NCI Graduate Student Recruiting Program. You were chosen by this applicant because of your knowledge of their scientific accomplishments, motivation, and skills.

Please go to https://nci-gsrp.cancer.gov/contribute/code/XXXX for further instructions and to upload your letter. **Your letter must be uploaded by <supporting doc deadline: HH:MM AM/PM on month day, year timezone>**.

If you have any problems with uploading your 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.

Thank you for your assistance.

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 referee when a letter of reference is submitted

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Referee
SUBJECT: Thank You for NCI GSRP Letter of Reference

Dear <Referee Name>,

Thank you for submitting a letter of reference for <Applicant Name>'s application to the
NCI Graduate Student Recruiting Program. Your letter was received on <month day, year>.

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Email to referee when a letter of reference is withdrawn

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SUBJECT: NCI GSRP Letter of Reference Withdrawn

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Dear <Referee Name>,

<Applicant Name> has withdrawn their request for a letter of reference for their
application 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.
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For concerns about the website, please contact nci-gsrp@imsweb.com.
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Email to referee reminding that letter of reference is pending

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]
TO: Referee
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 <Referee Name>,

We would like to remind you that <Applicant Name> has requested that you provide a letter of reference for their application to the NCI Graduate Student Recruiting Program. You were chosen by this applicant because of your knowledge of their scientific accomplishments, motivation, and skills.

Please go to https://nci-gsrp.cancer.gov/contribute/code/XXXX for further instructions and to upload your letter. **Your letter must be uploaded by <supporting doc deadline: HH:MM AM/PM on month day, year timezone>**.

If you have any problems with uploading your 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.

Thank you for your assistance.

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.
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