

Attachment 4: Request for Reference Example

OMB No. 0925-XXXX
Expiration Date: xx/xx/20xx

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Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-XXXX). Do not return the completed form to this address.

Dear [reference]:

[Applicant name] has applied to the [Training Program] and named you as a reference.

Would you please provide a written letter of recommendation? In your letter, please include:

- Applicant's full name in bold
- Comments on the applicant's motivation, commitment, and qualifications toward scientific research
- Comments on the applicant's potential contribution to enhancing the diversity in the biomedical and cancer research workforce
- An assessment of the applicant's strengths and weaknesses, and whether you feel the applicant would be a good fit for the NCI intramural research environment
- If applicable, any additional circumstances or events with an impact on the applicant's life, career, or scientific progress that you feel are relevant to this application.

- If the applicant is a student currently enrolled in a degree program, confirmation of the type of degree program (e.g., BS, PhD, MD) and expected date of graduation.

Please submit by email your letter of recommendation as a PDF document by [insert date, two weeks from date of email] to NCIAApplications@nih.gov, addressed to:

[Name]

Division/Center/Office

Mailing Address