

Dear [salutation] [first name] [last name]:

You are a registered peer reviewer in the Electronic Handbook (EHB) Reviewer Database with the Health Resources and Services Administration (HRSA), Department of Health and Human Services (DHHS). This letter is to notify you we will migrate to a new, easier to use reviewer database - the "Reviewer Recruitment Module" (RRM). Should you wish to continue as a reviewer for HRSA grant programs after DATE MONTH 201X, please complete a new registration.

The new RRM database can be accessed at: <http://cassini.lcgnet.com/RRM/agencyportal/hrsa.aspx> and click on "Register to be a reviewer". The new registration is estimated to take 20 minutes with a high speed data connection, making a few menu selections, and submitting an electronic copy of your Curriculum Vitae (CV) or Resume. The CV or resume is handled twice: once as a file upload to the database, and again as a cut and paste into the searchable section of the database. Both sections are required to complete your registration. As part of your profile, you will create your own reviewer name and login password. At any time you may update or correct your profile selections or upload a new CV.

Selection of reviewers by HRSA for peer reviews will be based on information in the CV. To remain active for selection to peer review, you must login and upload a fresh CV annually. The database will send your email address a reminder to update your account before your file expires and is purged from the system.

The Review Administrators and Program Officers of HRSA thank you for your continued participation in this most valuable public service. We look forward to selecting you for future reviews, and sharing your programmatic expertise on behalf of applicants and beneficiaries. Questions should be directed to NAME at ename@hrsa.gov.

Sincerely,

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