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Applicant Emails

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 < supporting doc deadline: month day, year >.
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 application and 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 application and letters of reference.
We look forward to receiving your remaining letters of reference.
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 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 at any time.
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 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 <a href="Point Name">Applicant Name">Applicant Name</a>,

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

To complete and submit your application, please visit <a href="https://nci-gsrp.cancer.gov/">https://nci-gsrp.cancer.gov/</a> 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
```

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

Sincerely,

your password.

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

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 $\frac{\text{https://nci-gsrp.cancer.gov}}{\text{your letters of reference.}}$ 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,

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

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,

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

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,

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 Status set to Withdrawn

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]

TO: Applicant

SUBJECT: Your NCI GSRP Application

Email to applicant when Status set to Pending Confirmation (e.g., Approved or Selected)

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]

TO: Applicant

SUBJECT: Your NCI GSRP Application - Action Required by MMM DD

```
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
***********************
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 Status set to Wait Listed

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]

TO: Applicant

SUBJECT: Your NCI GSRP Application

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

This is an automated email. Please do not reply to this email. For questions about the program, please contact $\frac{\text{ncigsrp@mail.nih.gov}}{\text{nci-gsrp@imsweb.com}}.$

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, you have been accepted to attend the NCI Graduate Student Recruiting Program. One focus of the program is to introduce you to NCI investigators with whom you might want to pursue postdoctoral training. You may browse the list of projects from NCI investigators with open positions. Please note, this list is not final and you will be notified when additional projects have been added. You can also facilitate the process by accessing the CCR positions and DCEG Fellowships and Training pages. There you will find the current 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.

You will receive an additional email that will provide you information to assist in your preparation for the event. <CONTRACTOR NAME> will provide you with logistical services, including hotel accommodations and travel arrangements, in support of your attendance. <POC Name>, the travel coordinator, will be contacting shortly to provide you with additional information regarding the logistics and to coordinate your travel arrangements.

Sincerely,

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

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 applicants to join us. 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.

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 $\frac{ncigsrp@mail.nih.gov}{nci-gsrp@imsweb.com}$.

Email to applicant reminding to confirm that they will attend conference

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]

TO: Applicant

SUBJECT: Your NCI GSRP Application - Action Required by MMM DD

Dear < Applicant Name >, Just a reminder, you have yet to confirm if you will be attending the conference. You have been selected to participate in the Graduate Student Recruiting Program event from <event start date> to <event end date>. You must confirm by <attendance confirmation date> that you intend to participate. 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. 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 about available projects

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]

TO: Applicant

SUBJECT: NCI GSRP – Investigator Project(s) since MM/DD/YY

```
Dear < Applicant Name >,
Below are projects from NCI investigators with open positions. These projects have been
published or updated since <MM/DD/YY>. To view all projects visit your Investigator
Projects Tab.
Title: ct title>
Description:
project description
View Complete Project Listing
******************
If you wish to unsubscribe from these emails, reply to this email with UNSUBSCRIBE in the
subject line.
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 requested

FROM: NCI Graduate Student Recruiting Program [nci-gsrp@imsweb.com]

TO: Referee

SUBJECT: NCI GSRP Letter of Reference Requested

```
Dear < Referee Name >,
<<mark>Applicant Name</mark>> 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

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

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:
https://nci-gsrp.cancer.gov/contribute/code/XXXX for further instructions and to upload your letter must be uploaded by supporting doc deadline:
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:
https://nci-gsrp.cancer.gov/contribute/code/XXXX

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 $\frac{n cigsrp@mail.nih.gov}{nci-gsrp@imsweb.com}.$
