

Email 1: Call for Applications

Dear Colleagues,

The Interagency Oncology Task Force Fellowship is currently accepting applications! The Interagency Oncology Task Force Fellowship (IOTF) program trains scientists in research and research-related regulatory review, policies, and regulations to develop a skill set that bridges the two disparate processes. Fellows learn to build awareness of regulatory requirements into the early stages of the medical product development process and will develop strategies to improve planning throughout research and regulatory review.

Please [visit the IOTF website](#) for more information, including eligibility requirements and application guidelines. If you are interested in applying, please submit your application materials by email OR postal mail per the attached instructions by the [application deadline].

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute

Email 2: Confirmation of Application Receipt

Dear Student,

Thank you for interest in the Interagency Oncology Task Force Fellowship. Your application has been received. We will be contact with you to confirm that all your materials, including your letters of reference, have been received. We will contact you when your application is complete.

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute

Email 3: Missing Application Materials

Dear Student,

In order to process your Interagency Oncology Task Force Fellowship (IOTF) application, please submit the following missing item(s) as soon as possible. All of your materials must be received by [insert date].

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute

Email 4: IOTF Invitation to Interview

Dear [insert name],

Congratulations! You have been selected for a telephone interview for the [year] Interagency Oncology Task Force Fellowship. We ask that you review your schedule and identify two or three 30min time slots on [dates] for your interview. Please reply to this email with the dates/times that work best for you, as well as the best telephone number at which you can be reached by COB on [insert date & time].

Once the schedule is set, you will receive an email confirmation with your date and time. We look forward to speaking with you.

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute

Email 5: IOTF Decision - Rejection

Dear [insert name],

Thank you for applying for the Interagency Oncology Task Force Fellowship. We had numerous excellent candidates for this year's [insert track]. Unfortunately, we had more candidates for these fellowships than we had positions available. Therefore, at this time, we are sorry to inform you that you have not been accepted into the IOTF fellowship program.

We appreciate your interest in the IOTF fellowship and wish you the best of success in your career.

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute

Email 5: IOTF Fellowship Decision – Acceptance (Current CRTA fellow)

Dear [Name]

Congratulations!! You have been accepted into the Interagency Oncology Task Force Fellowship. The program begins on [date] with a pizza lunch at the Shady Grove campus (calendar invite to follow) to welcome you into the program and answer any outstanding questions you may have. Since you are currently a CRTA fellow, we will transfer your award to our office on the first of September or October, pending your current mentor's approval. Your

stipend will remain the same until your renewal date. The Program Coordinator will contact you regarding completing your transfer.

You are expected to complete two weeks of rotations, where you will meet with 3-4 research groups, spending several days with each group. Please review the mentor list (<https://www.cancer.gov/grants-training/training/at-nci/iotf/mentors-tracks-3-4>) and coordinate your rotations. Once your rotations are complete, please submit your ranked order selections to Chanelle Case Borden at chanelle.case@nih.gov by [date]. Rotation mentors will also submit their ranked ordered list, and mentor selection will be based on the best match.

Please respond to this email to confirm your acceptance of our offer by noon on [date].

We wish you much success in the program!

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute

Email 6: IOTF Fellowship Decision – Acceptance (Non-CRTA Fellow)

Dear [Name],

Congratulations!! You have been accepted into the Interagency Oncology Task Force Fellowship. The program begins on [insert date/time], with a pizza lunch at the Shady Grove campus (calendar invite to follow) to welcome you into the program and answer any outstanding questions you may have. You are expected to complete two weeks of rotations, where you will meet with 3-4 research groups, spending several days with each group. Please review the mentor list (<https://www.cancer.gov/grants-training/training/at-nci/iotf/mentors-tracks-3-4>) and consider contacting them for coordinating potential rotations. Please submit your ranked order list to Chanelle Case Borden at chanelle.case@nih.gov by [insert date]. Rotation mentors will also submit their ranked ordered list, and mentor selection will be based on the best match.

Please respond to this email to confirm your acceptance of our offer by [insert date/time].

We wish you much success in the program!

Sincerely,

IOTF Program Director
Center for Cancer Training
Office of Training and Education
National Cancer Institute