

Email 1: Call for Applications

Dear Colleagues,

The Translational Science Interagency Fellowship (TSIF) is currently accepting applications! The TSIF program is jointly sponsored by NCATS and the FDA and aims to provide training in both translational science research and research-related regulatory review. By combining training in translational science research and research-related regulatory review, fellows will learn to build awareness of regulatory requirements into the early stages of medical product development and to improve planning throughout both processes.

Please visit the TSIF 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,

TSIF Program Director
Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences

Email 2: Confirmation of Application Receipt

Dear Student,

Thank you for interest in the Translational Science Interagency 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,

TSIF Program Director
Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences

Email 3: Missing Application Materials

Dear Student,

In order to process your Translational Science Interagency Fellowship application, please submit the following missing item(s) as soon as possible. All of your materials must be received by [application deadline].

Sincerely,

TSIF Program Director
Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences

Email 4: TSIF Invitation to Interview

Dear [insert name],

Congratulations! You have been selected for a telephone interview for the [year] Translational Science Interagency 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,

TSIF Program Director
Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences

Email 5: TSIF Decision - Rejection

Dear [insert name],

Thank you for applying for the Translational Science Interagency Fellowship (TSIF). We had numerous excellent candidates for this year's application cycle. 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 TSIF program.

We appreciate your interest in the TSIF program and wish you the best of success in your career.

Sincerely,

TSIF Program Director

Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences

Email 5: TSIF Program Decision – Acceptance (Current CRTA fellow)

Dear [Name]

Congratulations!! You have been accepted into Translational Science Interagency Fellowship Program. Your fellowship mentors will be [NCATS Mentors] and [FDA Mentors]. The program begins on [date] (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.

Should you have any questions, comments, or concerns contact Jessica Faupel-Badger at badgerje@mail.nih.gov. **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,

TSIF Program Director
Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences

Email 6: TSIF Program Decision – Acceptance (Non-CRTA Fellow)

Dear [Name],

Congratulations!! You have been accepted into Translational Science Interagency Fellowship Program. Your fellowship mentors will be [NCATS Mentors] and [FDA Mentors]. The program begins on [insert date/time] (calendar invite to follow) to welcome you into the program and answer any outstanding questions you may have.

Should you have any questions, comments, or concerns contact Jessica Faupel-Badger at badgerje@mail.nih.gov. **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,

TSIF Program Director
Office of Policy, Communications and Education
Education Branch
National Center for Advancing Translational Sciences