

CFFP Automated Emails

There are xx automatic emails that are triggered by the system that may be sent to the applicant. Below is a list of all the emails identified by their system, respondent type, and corresponding pages.

Fellowship Application – Applicant Perspective

4. Application received: This email informs applicants that their application has been received and reminds them to upload supporting documentation
5. Letter of reference received: An applicant receives this email each time one of their referees submits a letter of reference to the system.
6. Letter of assurance received: An applicant receives this email when their advisor submits a letter of assurance to the system.
7. Proof of employment received: An applicant receives this email when a proof of employment document has been uploaded by a contributor.
8. Not selected: This email is sent to applicants who were not selected for the program.
9. Withdrawn: This email is sent to applicants who withdraw their application from the system.
10. Invited for interview: This email is sent to applicants who are selected for an in-person interview and provides instructions for confirming interview date and time.
11. Accepted interview: This email is sent to applicants who have confirmed an in-person interview date and time and provides instructions for uploading a photo to the application system.
12. Follow-up regarding interview: This email is sent to interviewees with information about their upcoming in-person interview experience.
13. Invited to be a fellow: This email is sent to interviewees who are selected for the program.
14. Declined offer to be a fellow: This email is sent to interviewees who are selected for the program but decline the offer.
15. Selected as alternate for fellowship: This email is sent to interviewees who are waitlisted for the program.
16. Not offered a fellowship following interview: This email is sent to interviewees who are not selected for the program.

Fellowship Application – Referee Perspective

17. Letter request: This email is sent to referees cited by the applicant and requests the submission of a letter of reference for the applicant.
18. Letter confirmation: This email confirms to the referee that their letter of reference was successfully submitted.
19. Unsubscribe confirmation: Referees are automatically subscribed to receive emails from the Cancer Prevention Fellowship Program. This email confirms that the referee has successfully elected to unsubscribe from receiving these emails.
20. Subscribe confirmation: Referees have the option to re-subscribe after unsubscribing from Cancer Prevention Fellowship Program email correspondence. This email confirms that the referee has successfully elected to re-subscribe to these emails.

Fellowship Application – Advisor Perspective

21. Letter request: This email is sent to an advisor cited by the applicant and requests the submission of a letter of assurance for the applicant.
22. Letter confirmation: This email confirms to the advisor that their letter of assurance was successfully submitted.
23. Unsubscribe confirmation: Advisors are automatically subscribed to receive emails from the Cancer Prevention Fellowship Program. This email confirms that the advisor has successfully elected to unsubscribe from receiving these emails.
24. Subscribe confirmation: Advisors have the option to re-subscribe after unsubscribing from Cancer Prevention Fellowship Program email correspondence. This email confirms that the advisor has successfully elected to re-subscribe to these emails.

Fellowship Application – Employer Perspective

25. Letter request: This email is sent to the employer cited by an applicant and requests the submission of a proof of employment letter for the applicant.
26. Letter confirmation: This email confirms to the employer that their proof of employment letter was successfully submitted.
27. Unsubscribe confirmation: Employers are automatically subscribed to receive emails from the Cancer Prevention Fellowship Program. This email confirms that the employer has successfully elected to unsubscribe from receiving these emails.
28. Subscribe confirmation: Employers have the option to re-subscribe after unsubscribing from Cancer Prevention Fellowship Program email correspondence. This email confirms that the employer has successfully elected to re-subscribe to these emails.

NCI Summer Curriculum Application – Applicant Perspective

29. Domestic application submitted: This email informs domestic applicants that their application has been received.
30. Domestic application submitted by admin on behalf of applicant: This email informs a domestic applicant that an application has been filed on their behalf.
31. Domestic approved: This email informs the domestic applicant that they have been accepted for the course(s) and asks the applicant to confirm their attendance.
32. Domestic reminder to confirm: This email reminds the domestic applicant to confirm their attendance to selected course(s).
33. Domestic registered: This email informs selected domestic applicants that their confirmation has been received and they've been registered for the course(s).
34. Domestic request for documentation: This email instructs domestic course attendees to submit additional documents for the course through the application site.
35. International application submitted: This email informs international applicants that their application has been received.
36. International approved by CGH – no funding: This email informs the international applicant that they have been accepted for the course(s) without CGH financial assistance. The email asks applicants to confirm their attendance.
37. International approved by CGH – with funding: This email informs the international applicant that they have been accepted for the course(s) with CGH financial assistance. The email asks applicants to confirm their attendance.
38. International reminder to confirm: This email reminds the international applicant to confirm their attendance to selected course(s).
39. International registered: This email informs selected international applicants that their confirmation has been received they've been registered for the course(s).
40. International request for additional documents: This email instructs international course attendees to submit additional documents for the course through the application site.
41. Waitlisted: This email is sent to applicants who are waitlisted for the course(s).
42. Denied: This email is sent to applicants who are not selected for the course(s).
43. Withdrawn: This email is sent to applicants who withdraw their request to attend the course(s).
44. Retracted: This email is sent to applicants who do not confirm their attendance to the course(s) after being selected.



NATIONAL CANCER INSTITUTE
Cancer Prevention Fellowship Program

National Institutes of Health
National Cancer Institute
Cancer Prevention Fellowship Program
9609 Medical Center Drive
Room 2W-136, MSC 9712
Bethesda, MD 20892-9712
Telephone 240-276-5626
FAX 240-276-7883
E-mail: cpfpcoordinator@mail.nih.gov

Dear Aaron Applicant,

Your application was received on May 13, 2019. Thank you for applying to the NCI's Cancer Prevention Fellowship Program.

Your supporting documentation is still INCOMPLETE. Please be sure that the following supporting documentation is submitted by **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time:**

- You must request current and original letters of reference from four individuals in the scientific/academic community who have knowledge of your scientific accomplishments, motivation, skills, and potential for leadership. Letters of reference from peers are discouraged. If more than four letters are received, only the first four letters will be reviewed. Please request letters of reference through your application account. You should follow-up on your requests to be sure the letters are received before the deadline.
- If you are currently enrolled in an accredited doctoral degree program but have not yet fulfilled all degree requirements, you must request a letter assuring that all degree requirements will be completed before the start of the CPFP, June 2021. You must request the letter of assurance from the chair of the dissertation committee (e.g., PhD candidates) or the dean of the school (e.g., MD candidates). Please request a letter of assurance through your application account. You should follow-up on your request to be sure the letter is received before the deadline.

You may visit [\[redacted\]/login](#) to log in to your application account and view the status of your application and supporting documentation. *It is your responsibility to ensure that we have received all application materials by the deadlines.*

We look forward to receiving the remainder of your application.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
Fax: 240-276-7883
Email: cpfpcoordinator@mail.nih.gov



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Dear Aaron Applicant,

A letter of reference from Rhonda Referee was received on May 13, 2019.

Your supporting documentation is still INCOMPLETE. Please be sure that the following supporting documentation is submitted by **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time:**

- You must request current and original letters of reference from four individuals in the scientific/academic community who have knowledge of your scientific accomplishments, motivation, skills, and potential for leadership. Letters of reference from peers are discouraged. If more than four letters are received, only the first four letters will be reviewed. Please request letters of reference through your application account. You should follow-up on your requests to be sure the letters are received before the deadline.
- If you are currently enrolled in an accredited doctoral degree program but have not yet fulfilled all degree requirements, you must request a letter assuring that all degree requirements will be completed before the start of the CFPF, . You must request the letter of assurance from the chair of the dissertation committee (e.g., PhD candidates) or the dean of the school (e.g., MD candidates). Please request a letter of assurance through your application account. You should follow-up on your request to be sure the letter is received before the deadline.

You may visit [\[redacted\]](#) /login to log in to your application account and view the status of your application and supporting documentation. *It is your responsibility to ensure that we have received all application materials by the deadlines.*

We look forward to receiving the remainder of your application.

Sincerely,

Program Coordinator
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E-mail: cpfpcoordinator@mail.nih.gov

Dear Aaron Applicant,

A letter of assurance from Alice Advisor was received on May 13, 2019.

Your supporting documentation is still INCOMPLETE. Please be sure that the following supporting documentation is submitted by **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time:**

- You must request current and original letters of reference from four individuals in the scientific/academic community who have knowledge of your scientific accomplishments, motivation, skills, and potential for leadership. Letters of reference from peers are discouraged. If more than four letters are received, only the first four letters will be reviewed. Please request letters of reference through your application account. You should follow-up on your requests to be sure the letters are received before the deadline.

You may visit [\[redacted\]/login](#) to log in to your application account and view the status of your application and supporting documentation. *It is your responsibility to ensure that we have received all application materials by the deadlines.*

We look forward to receiving the remainder of your application.

Sincerely,

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Dear Aaron Applicant,

Proof of employment from Ellen Employer was received on May 13, 2019.

Your supporting documentation is still INCOMPLETE. Please be sure that the following supporting documentation is submitted by **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time:**

- You must request current and original letters of reference from four individuals in the scientific/academic community who have knowledge of your scientific accomplishments, motivation, skills, and potential for leadership. Letters of reference from peers are discouraged. If more than four letters are received, only the first four letters will be reviewed. Please request letters of reference through your application account. You should follow-up on your requests to be sure the letters are received before the deadline.

You may visit [\[redacted\]](#) [/login](#) to log in to your application account and view the status of your application and supporting documentation. *It is your responsibility to ensure that we have received all application materials by the deadlines.*

We look forward to receiving the remainder of your application.

Sincerely,

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E-mail: cpfpcoordinator@mail.nih.gov

Dear Aaron Applicant,

Thank you for your interest in the Cancer Prevention Fellowship Program. Entry into the CFPF is highly competitive and we regret to inform you that your application was not selected for further consideration.

Should you consider re-applying to our program, details for recruitment of the next cohort of fellows will be announced next spring at our web site: <https://cpfp.cancer.gov>. We appreciate your consideration of our program and wish you every success in pursuing your interest in cancer prevention and control.

Sincerely,

Lisa B. Signorello, ScD, ScM
Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute

Hala Azzam, PhD, MPH, CPH, CPLP
Deputy Director, Cancer Prevention Fellowship
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Dear Aaron Applicant,

Thank you for your interest in the Cancer Prevention Fellowship Program. We are sorry that you have withdrawn your application.

Should you consider re-applying to our program, details for recruitment of the next cohort of fellows will be announced next spring at our web site: <https://cpfp.cancer.gov>. We appreciate your consideration of our program and wish you every success in pursuing your interest in cancer prevention and control.

Sincerely,

Lisa B. Signorello, ScD, ScM
Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute

Hala Azzam, PhD, MPH, CPH, CPLP
Deputy Director, Cancer Prevention Fellowship
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Dear Aaron Applicant,

We are pleased to invite you to the National Cancer Institute (NCI) to interview for the Cancer Prevention Fellowship Program (CPFP). All interviews will be held in late October.

You are scheduled to interview with the Scientific Education Committee (SEC) for the CPFP on **Tuesday, October 20 at 8:00AM EDT**. You are also scheduled for follow-up interviews with the CPFP Director and Deputy Director that same afternoon. Please note that the CPFP Directors will not be replying to emails and calls until the interview and selection process is complete.

All interviews will be held at NCI, 9609 Medical Center Drive, Rockville, Maryland, 20850. Please **confirm your interview date and times by 12:00PM EDT on Monday, September 28**, by responding directly to this email. Should you require a change of date, please contact the CPFP Staff immediately at cpfpcoordinator@mail.nih.gov, or (240) 276-5626, to discuss available scheduling options.

An email detailing the logistics of your interview travel and next steps will be sent following your confirmation of your interview date and times.

You may contact CPFP staff with any questions or concerns at cpfpcoordinator@mail.nih.gov, or call us at (240) 276-5626. We'd like to thank you for your interest in our program and look forward to meeting you in October!

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
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Fax: 240-276-7883
Email: cpfpcoordinator@mail.nih.gov



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Dear Aaron Applicant,

Thank you for confirming your interviews at the National Cancer Institute (NCI) for the Cancer Prevention Fellowship Program (CPFP) on **Tuesday, October 20, 2020**. This email contains information on finalizing your application package and details regarding travel to the interview site.

In order to finalize your application package, please go to [\[redacted\]/fellowship/apply.php?page=supplemental_info](#) and log into the application site. You will be directed to a Supplement Tab to provide a photo, which must be uploaded within five business days.

A member of our travel consulting firm, ICF, **will be contacting you directly** to assist with the booking and reimbursement of travel related expenses. Until that time, we ask that you do not make travel arrangements on your own to ensure all your expenses can be reimbursed. Before speaking with ICF, review your interview timeline below so that you and the ICF representative can arrange travel dates and times accordingly. Please note that this timeline may reflect a different interview day and/or time than originally proposed in order to accommodate all candidates' schedules. **All times are U.S. Eastern Daylight Time.**

1. **October 19, 2020:** Travel to the D.C. Metro Area and stay overnight. If you are a local traveler, this does not apply to you.
2. **October 20, 2020, 8:00 AM:** 30-minute interview with the Scientific Education Committee (SEC) at NCI's Shady Grove Campus (9609 Medical Center Drive, Rockville, Maryland, 20850).
3. **October 20, 2020, 2:00 PM:** 15-minute Interview with CPFP Director, Lisa B. Signorello, ScD, ScM
4. **October 20, 2020, 2:15 PM:** 15-minute Interview with CPFP Deputy Director, Hala Azzam, PhD, MPH, CPH, CPLP
5. **After Final Interview Session:** Depart from the interview site to return to your residence. If you are a non-local traveler, you will want to budget a minimum of two hours for traveling to the airport/train station.

After returning to your residence, you will submit your expenses to an ICF representative. Expenses must be submitted within two weeks post interview.

Thank you in advance for working with CPFP and ICF. Should you have any questions or concerns about the travel process, please contact ICF Analyst Carole Boyer at carole.boyer@icf.com or (301) 407-6554. We look forward to seeing you in October!

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
Fax: 240-276-7883
Email: cpfpcoordinator@mail.nih.gov



October 13, 2020

Dear Aaron Applicant,

We are looking forward to meeting you here at the National Cancer Institute (NCI)! As stated previously, your initial interview will be with the Scientific Education Committee (SEC), a panel of up to 12 members consisting of NCI Staff, current and former Fellows, scientific staff from other Federal agencies, and individuals in academia. Your follow-up interviews are with the Cancer Prevention Fellowship Program's (CPFP) Director and Deputy Director. You may view a list of SEC member profiles at [\[redacted\]/docs/fellowship/class_of_2021/2020_SEC_Member_Profiles.pdf](#); however, you are not permitted to contact any of these individuals prior to your interviews. While the interviews are short in duration, they are formal in nature. Please note that you do not need to prepare a presentation/talk for any of your interview sessions.

Depending upon your travel arrangements, there are various ways to reach the NCI Shady Grove Campus at 9609 Medical Center Drive, Rockville, MD 20850. Please refer to the information provided at <https://www.cancer.gov/about-nci/visit> to learn more about getting to the NCI. Parking is free and ample at the NCI Shady Grove Campus parking garage. A security desk officer in the main lobby will validate your parking ticket. If you wish to utilize the Metro's Red Line service and take the NCI Shady Grove shuttle to the campus, please email the CPFP Staff to obtain a NCI Visitor's Shuttle Pass. The pass will grant you access to the shuttle when boarding. Additionally, local taxi companies familiar with the Rockville/NCI Shady Grove area include Barwood Taxi Service (301-984-1900) and Sun Cab (301-252-0575).

Upon entering NCI, you will be required to present valid photo identification to the security desk officer and to pass through screening. Please ask the officer to call the main CPFP number at (240) 276-5626 for an escort.

We will be providing light refreshments in the Candidate Lounge throughout the morning, as well as lunch following the SEC interviews. Please contact us should you have any food allergies of which we should be aware. Refer to the Class of 2019 Candidate Interview Agenda at [\[redacted\]/docs/fellowship/class_of_2021/Interview_Agenda_October_20_2020.pdf](#) for details concerning the day's activities.

Your interview schedule for **October 20, 2020**:

Initial Interview with the SEC
8:00AM; 20-30 mins. in length

Follow-up Interview with CPFP Director, Lisa B. Signorello, ScD, ScM
2:00PM; 15 mins. in length

Follow-up Interview with CPFP Deputy Director, Hala Azzam, PhD, MPH, CPH, CPLP
2:15PM; 15 mins. in length

You may contact a member of the CPFP Staff with any questions or concerns at cpfccordinator@mail.nih.gov or call us at (240) 276-5626. Again, we look forward to hosting you next week and wish you safe travels to the NCI Shady Grove campus.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
Fax: 240-276-7883
Email: cpfccordinator@mail.nih.gov

May 14, 2019

Aaron Applicant
10 W. Patrick Street
Frederick, MD 21701

Dear Mr. Applicant,

The National Cancer Institute (NCI) Scientific Education Committee for the Cancer Prevention Fellowship Program has completed its deliberations and made final recommendations. We are delighted to inform you that you have been selected to join the Cancer Prevention Fellowship Program (CPFP). Admission to the Program was highly competitive this year, and your inclusion in this group is a testament to your exceptional training, potential for leadership, and commitment to cancer prevention and control.

Since its inception in 1987, the CPFP has offered opportunities for cutting-edge research in the field of cancer prevention and control. As a potential member of the incoming group of Fellows in June 2021, you would be joining a dynamic cadre of scientists and clinicians committed to reducing death and suffering from cancer. We are confident that you would contribute greatly to the CPFP, and that the CPFP would likewise contribute to your development as a future independent leader in the field of cancer prevention. We would ask for a final decision on whether you accept this offer (via email to Dr. Signorello at lisa.signorello@nih.gov or Dr. Azzam at hala.azzam@nih.gov) **by 12:00PM EST on Friday, November 13**. If you believe you will need an extension of this deadline, please contact one of us directly as soon as possible.

Congratulations again on being selected and we look forward to hearing from you.

Sincerely,



Lisa B. Signorello, ScD, ScM
Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute



Hala Azzam, PhD, MPH, CPH, CPLP
Deputy Director, Cancer Prevention Fellowship
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FAX 240-276-7883
E-mail: cpfpcoordinator@mail.nih.gov

May 14, 2019

Aaron Applicant
10 W. Patrick Street
Frederick, MD 21701

Dear Mr. Applicant,

We are sorry that you have declined our invitation to join the CFPF. We appreciate your consideration of our program and wish you every success in pursuing your interest in cancer prevention and control.

Sincerely,

Lisa B. Signorello, ScD, ScM
Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute

Hala Azzam, PhD, MPH, CPH, CPLP
Deputy Director, Cancer Prevention Fellowship
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E-mail: cpfpcoordinator@mail.nih.gov

May 14, 2019

Aaron Applicant
10 W. Patrick Street
Frederick, MD 21701

Dear Mr. Applicant,

The National Cancer Institute (NCI) Scientific Education Committee and the Cancer Prevention Fellowship Program leadership have completed their deliberations and made final recommendations. As you know, this is a highly competitive program with only 10-15% of applicants being selected, and this year's applications were very strong. Your achievements did not go unnoticed. We were impressed with your training, potential for leadership, and commitment to cancer prevention and control.

We want to let you know that you have been selected as an alternate for the Fellowship. This means that in the event a candidate who has accepted a position changes his or her plans at a later date, you may be offered a position. We anticipate that final decisions about all positions will be completed by January 29, 2021.

Thank you again for applying to the Cancer Prevention Fellowship Program, and it was a pleasure to meet with you during your interview. Feel free to contact us if you have any questions.

Sincerely,

Lisa B. Signorello, ScD, ScM
Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute

Hala Azzam, PhD, MPH, CPH, CPLP
Deputy Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute

May 14, 2019

Aaron Applicant
10 W. Patrick Street
Frederick, MD 21701

Dear Mr. Applicant,

The National Cancer Institute (NCI) Scientific Education Committee and the Cancer Prevention Fellowship Program leadership have completed their deliberations and made final recommendations. As you know, this is a highly competitive program with only 10-15% of applicants being selected, and this year's applications were very strong. We regret to inform you that we are unable to offer you placement in the CFPF at this time. Your achievements, however, did not go unnoticed. We were impressed with your training, potential for leadership, and commitment to cancer prevention and control. Please know that the final decision was not an easy one to make, and we respect your skills and accomplishments.

If you meet the program's eligibility requirements, you may consider applying again in 2021. We hope that you will continue your interest in cancer prevention and control. It was a pleasure to speak with you during your interview, and we wish you every success in achieving your career goals.

Sincerely,



Lisa B. Signorello, ScD, ScM
Director, Cancer Prevention Fellowship
Program
Division of Cancer Prevention
National Cancer Institute



Hala Azzam, PhD, MPH, CPH, CPLP
Deputy Director, Cancer Prevention Fellowship
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E-mail: cpfpcoordinator@mail.nih.gov

Dear Rhonda Referee,

Aaron Applicant has requested that you provide a letter of reference for his application to the NCI Cancer Prevention Fellowship Program. You were chosen by this applicant because of your knowledge of his scientific accomplishments, motivation, skills, and potential for leadership.

Please go to [\[redacted\]/fellowship/contribute.php?code=H5PUYHRW9C77Y3H1](#) for further instructions and to upload your letter. Your letter must be uploaded on or before **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time.**

Technical Support is available Monday - Friday, from 9:00 am to 5:00 pm U.S. Eastern Daylight Time. If you have any problems with uploading your letter, please contact cpfp@imsweb.com immediately.

Thank you for your assistance.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
Fax: 240-276-7883
Email: cpfpcoordinator@mail.nih.gov



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E-mail: cpfpcoordinator@mail.nih.gov

Dear Rhonda Referee,

Thank you for submitting a letter of reference for Aaron Applicant's application to the NCI's Cancer Prevention Fellowship Program. This documentation was received on May 13, 2019.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
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Dear Rhonda Referee,

You are currently unsubscribed to receive e-mails from the Cancer Prevention Fellowship Program. To manage your subscription preferences, please visit the [CPFP contributor page](#).

Sincerely,

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Dear Rhonda Referee,

You are currently subscribed to receive e-mails from the Cancer Prevention Fellowship Program. To manage your subscription preferences, please visit the [CPFP contributor page](#).

Sincerely,

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Telephone 240-276-5626
FAX 240-276-7883
E-mail: cpfpcoordinator@mail.nih.gov

Dear Alice Advisor,

Aaron Applicant has requested that you provide a letter of assurance for his application to the NCI Cancer Prevention Fellowship Program. A letter of assurance is required for all applicants who are currently enrolled in an accredited doctoral degree program but have not yet fulfilled all degree requirements. This letter must provide assurance that all doctoral degree requirements will be completed before June 2021.

Please go to [\[redacted\]/fellowship/contribute.php?code=CY5EM3TLQ782JNMF](#) for further instructions and to upload your letter. Your letter must be uploaded on or before **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time.**

Technical Support is available Monday - Friday, from 9:00 am to 5:00 pm U.S. Eastern Daylight Time. If you have any problems with uploading your letter, please contact cpfp@imsweb.com immediately.

Thank you for your assistance.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
Fax: 240-276-7883
Email: cpfpcoordinator@mail.nih.gov



NATIONAL CANCER INSTITUTE
Cancer Prevention Fellowship Program

National Institutes of Health
National Cancer Institute
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FAX 240-276-7883
E-mail: cpfpcoordinator@mail.nih.gov

Dear Alice Advisor,

Thank you for submitting a letter of assurance for Aaron Applicant's application to the NCI's Cancer Prevention Fellowship Program. This documentation was received on May 13, 2019.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
National Cancer Institute
Phone: 240-276-5626
Fax: 240-276-7883
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You are currently subscribed to receive e-mails from the Cancer Prevention Fellowship Program. To manage your subscription preferences, please visit the [CPFP contributor page](#).



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Dear Alice Advisor,

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E-mail: cpfpcoordinator@mail.nih.gov

Dear Ellen Employer,

Aaron Applicant has requested that you provide proof of employment for his application to the NCI Cancer Prevention Fellowship Program.

Please go to [\[redacted\]/fellowship/contribute.php?code=Y6PR8X4MPDUWV9DE](#) for further instructions and to upload your letter. Your letter must be uploaded on or before **11:59 PM on August 24, 2020 U.S. Eastern Daylight Time.**

Technical Support is available Monday - Friday, from 9:00 am to 5:00 pm U.S. Eastern Daylight Time. If you have any problems with uploading your letter, please contact cpfp@imsweb.com immediately.

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Dear Ellen Employer,

Thank you for submitting proof of employment for Aaron Applicant's application to the NCI's Cancer Prevention Fellowship Program. This documentation was received on May 13, 2019.

Sincerely,

Program Coordinator
Cancer Prevention Fellowship Program
Division of Cancer Prevention
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Dear Domestic Applicant,

Thank you for submitting your application to the NCI Summer Curriculum in Cancer Prevention. We will review your application and will notify you if you have been approved to attend the course(s) that you selected. All applicants will be notified via e-mail by late March. If your application is approved but the requested course is full, you may be placed on a wait list until a seat becomes available. Those applicants not selected to participate are encouraged to re-apply the following year.

Should you have additional questions, please visit the [Frequently Asked Questions](#) (FAQs) section on our website, or contact us.

Sincerely,

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Cancer Prevention Fellowship Program
National Cancer Institute
National Institutes of Health
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Dear Domestic Applicant,

A request to attend The Principles and Practice of Cancer Prevention and Control Course from July 6 - July 31, 2020 has been filed on your behalf. Following a review of your application, we will decide whether to approve your course request. You should expect to hear from us via e-mail by late March. If your application is approved but the requested course is full, you may be placed on a wait list until a seat becomes available. Applicants on the wait list who are approved to attend a course will be notified via email on Tuesday, April 7, that they can now confirm their attendance through a link which will be provided in the email. They will have until Thursday, April 16, to confirm their attendance.

The Principles and Practice of Cancer Prevention and Control Course will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). While there is no cost to participate, room, board, airfare, and all other transportation expenses (including parking) would be your responsibility. The Cancer Prevention Fellowship Program (CPFP) and the Center for Global Health (CGH) would be unable to direct you to funding sources would you need financial assistance and are unable to assist you with logistical arrangements. However, the information provided on these websites may prove useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>.

Please do not hesitate to contact us with questions.

Sincerely,

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Dear Domestic Applicant,

Thank you for your interest in the NCI Summer Curriculum in Cancer Prevention. We are pleased to inform you that your request to attend The Principles and Practice of Cancer Prevention and Control Course from July 6 - July 31, 2020 has been approved. Please visit [\[REDACTED\]/summer/register.php?code=LNWPQSO2G1QCDBA5](#) to confirm that you plan to attend this course. Due to the high number of qualified individuals who applied, **you must confirm your attendance through this link as soon as possible and no later than Monday, April 6, at 05:00 PM U.S. Eastern Daylight Time** in order to be registered. Please note that we have an extensive waitlist. Should we not receive your acceptance confirmation by Monday, April 6, your seat will be offered to a waitlisted applicant.

The Principles and Practice of Cancer Prevention and Control Course will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). While there is no cost to participate, room, board, airfare, and all other transportation expenses (including parking) are your responsibility. The Cancer Prevention Fellowship Program (CPFP) is unable to direct you to funding sources should you need financial assistance and is unable to assist you with logistical arrangements. However, the information provided on these websites may prove useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>. More details regarding the course will be provided in the coming weeks.

We look forward to receiving your attendance confirmation **no later than Monday, April 6, at 05:00 PM U.S. Eastern Daylight Time**. Please do not hesitate to contact us with questions.

Sincerely,

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Dear Domestic Applicant,

This is a reminder that you need to confirm your attendance in the NCI Summer Curriculum The Principles and Practice of Cancer Prevention and Control Course **no later than Monday, April 6, at 05:00 PM U.S. Eastern Daylight Time** in order to be registered. Please visit [\[redacted\]/summer/register.php?code=ZU47AV0EKU2U8OBC](#) to confirm that you plan to attend. Due to the high number of qualified individuals who applied, **you must confirm your attendance through this link as soon as possible and no later than Monday, April 6, at 05:00 PM U.S. Eastern Daylight Time** in order to be registered. Should we not receive your acceptance confirmation by Monday, April 6, your seat will be offered to a waitlisted applicant.

The Principles and Practice of Cancer Prevention and Control Course, July 6 - July 31, 2020, will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). While there is no cost to participate, room, board, airfare, and all other transportation expenses (including parking) are your responsibility. The Cancer Prevention Fellowship Program (CPFP) is unable to direct you to funding sources should you need financial assistance and is unable to assist you with logistical arrangements. However, the information provided on these websites may prove useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>. More details regarding the course will be provided in the coming weeks.

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FAX 240-276-7883
E-mail: NCISummerCurriculum@nih.gov

Dear Domestic Applicant,

Thank you for confirming your attendance in The Principles and Practice of Cancer Prevention and Control Course that runs from July 6 - July 31, 2020. You are now registered for this course!

As mentioned earlier, all NCI Summer Curriculum lectures will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). While there is no cost to participate, room, board, airfare, and all other transportation expenses (including parking) are your responsibility. The Cancer Prevention Fellowship Program (CPFP) is unable to direct you to funding sources should you need financial assistance and is unable to assist you with logistical arrangements. However, the information provided on these websites may prove useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>. If you are a foreign applicant and will be travelling to the United States and require a Visa, or you are already in the United States and have questions regarding your Visa, please contact Ms. Yelena Shnayder, Public Health Analyst with the Center for Global Health (CGH), at yelena.shnayder@nih.gov (preferable), or (+1) 240-276-5889. She will be assisting all foreign applicants with Visa questions. For all other inquiries, please contact Ms. Aili Ellen Evert with the CPFP at NCISummerCurriculum@nih.gov or (+1) 240-276-5626.

Please note that in the coming weeks you will begin receiving emails with more course details. You are welcome to visit <https://cpfp.cancer.gov/summer-curriculum> to view last year's syllabus, which provides a sample of the lectures that will be given this year. Drafts of the 2020 Summer Curriculum syllabi will be available on the CPFP website by the end of May.

We are excited that you will be able to join us for the 2020 NCI Summer Curriculum in Cancer Prevention and look forward to meeting you. Please do not hesitate to contact us if you have questions.

Sincerely,

Hala Azzam, PhD, MPH, CPH, CPLP
NCI Summer Curriculum Course Director

Aili Ellen Evert
NCI Summer Curriculum Course Coordinator

Cancer Prevention Fellowship Program
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E-mail: NCISummerCurriculum@nih.gov

Dear Domestic Applicant,

The following documents have been requested from you for the NCI Summer Curriculum in Cancer Prevention. These documents are required in order for you to attend. Please note that all deadlines are U.S. Eastern time.

Document Type	Description	Deadline
Photograph	Provide a photograph of yourself in JPG format. This photograph will be shared with other participants in the NCI Summer Curriculum.	11:59 pm on May 13, 2020
Project Concept Paper	Provide a project concept paper for an existing project or a new one you would like to work on after you finish the course. The project needs to be relevant to your professional career, and to the Principles and Practices of Cancer Prevention and Control course. Please see the NCI Summer Curriculum Project Concept Paper template with examples for guidance.	11:59 pm on May 13, 2020

Please go to [summer/document.php?page=upload_requested_docs&app_code=LNWPOS02G1QCDBA5](#) to view these requirements and upload the requested documents.

- If the upload link doesn't work, try copying/pasting the entire address into your browser.
- If any technical difficulties are encountered, contact cpfp@imsweb.com.

Sincerely,

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Cancer Prevention Fellowship Program
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Dear International Applicant,

Thank you for submitting your application to the NCI Summer Curriculum in Cancer Prevention. We will review your application and will notify you if you have been approved to attend the course(s) that you selected. All applicants will be notified via e-mail by late March. If your application is approved but the requested course is full, you may be placed on a wait list until a seat becomes available. Those applicants not selected to participate are encouraged to re-apply the following year.

Should you have additional questions, please visit the [Frequently Asked Questions](#) (FAQs) section on our website, or contact us.

Sincerely,

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Dear International Applicant,

Thank you for your interest in the NCI Summer Curriculum in Cancer Prevention. We are pleased to inform you that your request to attend The Principles and Practice of Cancer Prevention and Control Course from July 6 - July 31, 2020 has been approved. Regrettably, due to extremely limited funding, your application was not selected to receive funding support. You will be responsible for all financial costs incurred to participate, such as visa fees, roundtrip airfare, hotel accommodations, per diem (subsistence allowance), and ground transportation. In a few days, you will receive an email from Ms. Yelena Shnyder, a Public Health Analyst at CGH (yelena.shnyder@nih.gov) with your acceptance notification and Visa instructions.

Due to the high number of qualified individuals who applied, **you must confirm your attendance through this link as soon as possible and no later than Monday, April 6, at 05:00 PM U.S. Eastern Daylight Time** in order to be registered. There is no registration cost for the Summer Curriculum. Please visit [\[redacted\]/summer/register.php?code=UXNRLTC21071ZTRU](#) to confirm that you plan to attend this course. Please note that we have an extensive waitlist. Should we not receive your acceptance confirmation by Monday, April 6, your seat will be offered to a waitlisted applicant.

The Principles and Practice of Cancer Prevention and Control Course will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). You may find the information provided on these websites useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>. More details regarding the course will be provided in the coming weeks.

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Dear International Applicant,

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Due to the high number of qualified individuals who applied, **you must confirm your attendance through this link as soon as possible and no later than Monday, April 6, at 05:00 PM U.S. Eastern Daylight Time** in order to be registered. Please visit [/summer/register.php?code=UXNRLTC21071ZTRU](#) to confirm that you plan to attend this course. Please note that we have an extensive waitlist. Should we not receive your acceptance confirmation by Monday, April 6, your seat will be offered to a waitlisted applicant.

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Dear International Applicant,

Thank you for confirming your attendance in The Principles and Practice of Cancer Prevention and Control Course that runs from July 6 - July 31, 2020. You are now registered for this course!

As mentioned earlier, all NCI Summer Curriculum lectures will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). While there is no cost to participate, room, board, airfare, and all other transportation expenses (including parking) are your responsibility. The Cancer Prevention Fellowship Program (CPFP) is unable to direct you to funding sources should you need financial assistance and is unable to assist you with logistical arrangements. However, the information provided on these websites may prove useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>. If you are a foreign applicant and will be travelling to the United States and require a Visa, or you are already in the United States and have questions regarding your Visa, please contact Ms. Yelena Shnayder, Public Health Analyst with the Center for Global Health (CGH), at yelena.shnayder@nih.gov (preferable), or (+1) 240-276-5889. She will be assisting all foreign applicants with Visa questions. For all other inquiries, please contact Ms. Aili Ellen Evert with the CPFP at NCISummerCurriculum@nih.gov, or (+1) 240-276-5626.

Please note that in the coming weeks you will begin receiving emails with more course details. You are welcome to visit <https://cpfp.cancer.gov/summer-curriculum> to view last year's syllabus, which provides a sample of the lectures that will be given this year. Drafts of the 2020 Summer Curriculum syllabi will be available on the CPFP website by the end of May.

We are excited that you will be able to join us for the 2020 NCI Summer Curriculum in Cancer Prevention and look forward to meeting you. Please do not hesitate to contact us if you have questions.

Sincerely,

Hala Azzam, PhD, MPH, CPH, CPLP
NCI Summer Curriculum Course Director

Aili Ellen Evert
NCI Summer Curriculum Course Coordinator

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National Institutes of Health
9609 Medical Center Drive
Room 2W-136 MSC 9712
Bethesda, MD 20892-9712 USA
Phone: (+1) 240-276-5626
Fax: (+1) 240-276-7883
Email: NCISummerCurriculum@nih.gov



NATIONAL CANCER INSTITUTE
Cancer Prevention Fellowship Program

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Dear International Applicant,

The following documents have been requested from you for the NCI Summer Curriculum in Cancer Prevention. These documents are required in order for you to attend. Please note that all deadlines are U.S. Eastern time.

Document Type	Description	Deadline
B-1/WB Visa	Provide your B-1/WB visa as it appears in your passport, if you already have a visa. It should be valid for the dates of the Summer Curriculum (July and/or August 2020).	11:59 pm on July 3, 2020
Passport Biography	Provide the page of your passport that includes your name, date of birth, passport number, passport issue date, and expiration date.	11:59 pm on April 10, 2020
Photograph	Provide a photograph of yourself in JPG format. This photograph will be shared with other participants in the NCI Summer Curriculum.	11:59 pm on May 13, 2020
Project Concept Paper	Provide a project concept paper for an existing project or a new one you would like to work on after you finish the course. The project needs to be relevant to your professional career, and to the Principles and Practices of Cancer Prevention and Control course. Please see the NCI Summer Curriculum Project Concept Paper template with examples for guidance.	11:59 pm on May 13, 2020
Most Recent Degree	Provide a copy of your most recent degree with an English translation. Acceptable degrees are MBBS, MD, PhD, MPH, etc. Certificates from fellowship programs are not acceptable. Please view the degree evidence guidance document for further instructions.	11:59 pm on April 10, 2020

Please go to [\[redacted\]/summer/document.php?page=upload_requested_docs&app_code=7FX0IK2MZI2BYRZR](#) to view these requirements and upload the requested documents.

- If the upload link doesn't work, try copying/pasting the entire address into your browser.
- If any technical difficulties are encountered, contact cftp@imsweb.com.

Sincerely,

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Dear Domestic Applicant,

Thank you for your interest in the NCI Summer Curriculum in Cancer Prevention. Due to the high number of qualified applications that we've received, we are currently unable to approve your request to attend The Principles and Practice of Cancer Prevention and Control Course from July 6 - July 31, 2020. However, you have been placed on the wait list for this course and if a seat becomes available, you will be notified via email by Tuesday, April 7.

The Principles and Practice of Cancer Prevention and Control Course will be held in the Neuroscience Center Building at 6001 Executive Boulevard in Rockville, Maryland 20852 (<https://www.nimh.nih.gov/about/connect-with-nimh/index.shtml>). While there is no cost to participate, room, board, airfare, and all other transportation expenses (including parking) would be your responsibility. The Cancer Prevention Fellowship Program (CPFP) and the Center for Global Health (CGH) would be unable to direct you to funding sources would you need financial assistance and would be unable to assist you with logistical arrangements. However, the information provided on these websites may prove useful: <http://www.bethesda.org/>, <http://rockvillemd.gov/index.aspx>, <https://cpfp.cancer.gov/sites/default/files/nci-summer-curriculum-resource-guide.pdf> and <https://www.cc.nih.gov/about/visitor/hotels.html>.

Please do not hesitate to contact us if you have questions.

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Dear Domestic Applicant,

Thank you for your interest in the 2020 NCI Summer Curriculum in Cancer Prevention. Due to the high number of qualified individuals who applied to The Principles and Practice of Cancer Prevention and Control Course, we regret to inform you that we are unable to offer you a seat in this year's classroom. Details regarding the 2021 NCI Summer Curriculum in Cancer Prevention will be announced on the Cancer Prevention Fellowship Program's (CPFP) website (<https://cpfp.cancer.gov/summer-curriculum>) in November. We encourage you to visit the website and re-apply at that time.

Please do not hesitate to contact us if you have questions.

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Dear Domestic Applicant,

You have withdrawn your request to attend The Principles and Practice of Cancer Prevention and Control Course from July 6 - July 31, 2020. Should you wish to apply to the 2021 NCI Summer Curriculum in Cancer Prevention, details will be announced on the Cancer Prevention Fellowship Program's (CPFP) website (<https://cpfp.cancer.gov/summer-curriculum>) in November.

Please do not hesitate to contact us if you have questions.

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Dear Domestic Applicant,

Unfortunately, we did not receive your registration confirmation to attend The Principles and Practice of Cancer Prevention and Control Course in Rockville, Maryland, USA from July 6 - July 31, 2020. Due to the high number of qualified individuals who applied to The Principles and Practice of Cancer Prevention and Control Course, and in order to provide another qualified applicant the opportunity to attend, we are retracting this offer. Details for the next NCI Summer Curriculum in Cancer Prevention will be announced on the Cancer Prevention Fellowship Program's (CPFP) website (<https://cpfp.cancer.gov/summer-curriculum>) in November.

Sincerely,

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