Emails from GSRP Application System for May 2019 OMB Renewal

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>.** 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 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.
****

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,

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****

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
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****************************************************************************
```

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 <Applicant Name>,

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

To complete and submit your application, please visit https://nci-gsrp.cancer.gov/ 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
your password.

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

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
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For concerns about the website, please contact nci-gsrp@imsweb.com.
*****************************************************************************
```

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 https://nci-gsrp.cancer.gov 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,

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****

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

**************************************************************************
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**************************************************************************
```

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
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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

```
Dear <Applicant Name>,

Your application was withdrawn on <month day, 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 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

```
Dear <Applicant Name>,

Your application has been placed on the wait list.  Please expect to hear from us by
<wait list notification date: month day, year> regarding your final status.

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.
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For concerns about the website, please contact nci-gsrp@imsweb.com.
*************************************************************************
```

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

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For concerns about the website, please contact 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
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*****************************************************************************
```

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

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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 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.  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.

Sincerely,

Graduate Student Recruiting Program
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*******************************************************************************
```

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: <project 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.
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For concerns about the website, please contact nci-gsrp@imsweb.com.
****

Referee Emails

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>,

<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: 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
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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

```
Dear <Referee Name>,

Thank you for submitting a letter of reference for <Applicant Name>'s application to the
NCI Graduate Student Recruiting Program. Your letter was received on <month day, year>.

Sincerely,

Graduate Student Recruiting Program
National Cancer Institute
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For questions about the program, please contact ncigsrp@mail.nih.gov.
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*************************************************************************
```

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

```
Dear <Referee Name>,

<Applicant Name> has withdrawn their request for a letter of reference for their
application to the NCI Graduate Student Recruiting Program.

Sincerely,

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

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For concerns about the website, please contact nci-gsrp@imsweb.com.
***************************************************************************
```

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:
HH:MM AM/PM on month day, year timezone>.

If you have any problems with uploading your letter, please contact nci-gsrp@imsweb.com
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