

# Emails Generated from the CFPF Application System

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# Purpose

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The purpose of this document is to describe e-mails that are generated by the CFPF Application System. E-mails may be generated in response to an action. For example, when an application or supporting documentation is submitted or when an application's status changes, an e-mail will be sent by the system. E-mails may also be generated as the result of a batch job. For example, reminders will be sent according to a pre-determined schedule. This document displays the content of these e-mails and is organized by user type:

- Applicant
- Contributor

Items **highlighted** in this document are placeholders for a variety of items such as:

- Today's date (e.g., date that application or supporting documentation was received)
- The recipient's name (e.g., used in the salutation)
- Dates that apply to the current application cycle (e.g., application deadline, supporting documentation deadline)
- URLs assigned uniquely to a person (e.g., requests sent to contributors)
- Interview dates/times assigned uniquely to a person
- Website settings (e.g., CFPF Director/Deputy Director name and email, interview platform [WebEx], length of interview)

# Applicant Emails

Email to applicant when application is submitted, and application portfolio is incomplete

*Bulleted items shown in below email are shown only if they are applicable.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Application Received

Dear [applicant name],

Your application was received on [month day, year]. 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 **[supporting doc deadline: HH:MM AM/PM on month day, year timezone]:**

- 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, **[entry date: month year]**. 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 <https://applications.cfpf.cancer.gov/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: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when application is submitted, and application portfolio is complete

*If all supporting documentation is received before the application is submitted, then the applicant would receive the following email once the application is submitted. This is highly unlikely.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Application Received

Dear [applicant name],

Your application was received on [month day, year]. Thank you for applying to the NCI's Cancer Prevention Fellowship Program.

Your application to the Cancer Prevention Fellowship Program is COMPLETE. Your application and all required supporting documentation have been received. Applicants judged to be highly qualified will be notified in late September and invited for a one-day interview in October. Thank you for applying to the Cancer Prevention Fellowship Program.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when supporting documentation is submitted and application portfolio is incomplete

*Bulleted items shown in below email are shown only if they are applicable and if the supporting documentation has not yet been received.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: Letter of Reference received for CFPF Application

Dear [applicant name],

A letter of reference from [contributor name] was received on [month day, year].

Your supporting documentation is still INCOMPLETE. Please be sure that the following supporting documentation is submitted by **[supporting doc deadline: HH:MM AM/PM on month day, year timezone]**:

- 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, [entry date: month year]. 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 <https://applications.cfpf.cancer.gov/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: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when supporting documentation is submitted and application portfolio is complete

*Once the last piece of required supporting documentation has been received, the application is considered complete.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: Letter of Reference received for CFPF Application

Dear [applicant name],

A letter of reference from [contributor name] was received on [month day, year].

Your application to the Cancer Prevention Fellowship Program is COMPLETE. Your application and all required supporting documentation have been received. Applicants judged to be highly qualified will be notified in late September and invited for a one-day interview in October. Thank you for applying to the Cancer Prevention Fellowship Program.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
National Cancer Institute  
Division of Cancer Prevention  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

## Email reminder to applicant who has not yet submitted application

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: Reminder: CFPF Application Deadline is |month day| (when > 15 days from deadline)  
Reminder: CFPF Application Deadline is |month day| - ONLY X DAYS LEFT (when 2-15 days from deadline)  
Reminder: CFPF Application Deadline is TOMORROW, |month day| (day before deadline)  
Reminder: CFPF Application Deadline is TODAY, |month day| (day of deadline)

Dear |applicant name|,

Thank you for your interest in the NCI's Cancer Prevention Fellowship Program. We look forward to receiving your submitted application by the application deadline, |application deadline: HH:MM AM/PM on month day, year timezone|. Please also be reminded that all supporting documentation must be submitted by |supporting doc deadline: HH:MM AM/PM on month day, year timezone|.

To review the status of your application and supporting documentation, please visit <https://applications.cfpf.cancer.gov/login/> and log in to your account. If you do not remember your username or password, then click the IMS Login Service link and click "Forgot your password?" to either retrieve your username or reset your password.

If you have requested supporting documentation and see that it is still pending, please check that the individual's e-mail address is correct.

1. If the e-mail address IS NOT correct, then make a new request using the correct e-mail address.
2. If the e-mail address IS correct, then contact the individual directly to be sure the request was received. If it was NOT received (or was lost or deleted), then have the individual add cpfp@imsweb.com to their e-mail contact list and resend the request. If they still do not receive the request, then please contact cpfp@imsweb.com immediately.

You are responsible for verifying that all of your supporting documentation has been received in time to meet the deadline.

Thank you for your interest in the Cancer Prevention Fellowship Program.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email reminder to applicant who has submitted application, but whose supporting documentation is incomplete

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: Reminder: CFPF Supporting Documentation Deadline is |month day| (when > 15 days from deadline)  
Reminder: CFPF Supporting Documentation Deadline is |month day| - ONLY X DAYS LEFT (when 2-15 days from deadline)  
Reminder: CFPF Supporting Documentation Deadline is TOMORROW, |month day| (day before deadline)  
Reminder: CFPF Supporting Documentation Deadline is TODAY, |month day| (day of deadline)

Dear |applicant name|,

We would like to remind you that we have not received all of your supporting documentation for your application to the NCI's Cancer Prevention Fellowship Program. All supporting documentation must be submitted on or before **|supporting doc deadline: HH:MM AM/PM on month day, year timezone|**.

To review the status of your application and supporting documentation, please visit <https://applications.cfpf.cancer.gov/login/> and log in to your account. If you do not remember your username or password, then click the IMS Login Service link and click "Forgot your password?" to either retrieve your username or reset your password.

If you have requested supporting documentation and see that it is still pending, please check that the individual's e-mail address is correct.

1. If the e-mail address IS NOT correct, then make a new request using the correct e-mail address.
2. If the e-mail address IS correct, then contact the individual directly to be sure the request was received. If it was NOT received (or was lost or deleted), then have the individual add cpfp@imsweb.com to their e-mail contact list and resend the request. If they still do not receive the request, then please contact cpfp@imsweb.com immediately.

You are responsible for verifying that all of your supporting documentation has been received in time to meet the deadline.

Thank you for your interest in the Cancer Prevention Fellowship Program.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)



Email to applicant when CFPF unsubmitted the application

*The CFPF can unsubmit an application so an applicant can fix an issue in their application. The application must be resubmitted following the edit.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Application has been unsubmitted

Dear [applicant name],

We would like to inform you that your application to the NCI Cancer Prevention Fellowship Program was unsubmitted on [month day, year]. In order for your application to be considered, you must resubmit by the application deadline, **application deadline: HH:MM AM/PM on month day, year timezone**. To continue to work on your application, please visit <https://applications.cfpf.cancer.gov/login/> and log in to your account.

Please also be reminded that all supporting documentation must be submitted by **supporting doc deadline: HH:MM AM/PM on month day, year timezone**.

Thank you for your interest in the Cancer Prevention Fellowship Program.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
National Cancer Institute  
Division of Cancer Prevention  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when CFPF sets review status to pass

*This email is not typically sent. Instead, the applicant is first notified of their status when (a) they are invited for an interview or (b) they are determined to be ineligible, not qualified to proceed to the review panel, or their application was incomplete.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

Dear [applicant name],

Thank you for submitting your application to the Cancer Prevention Fellowship Program. Your application will now be reviewed by the CFPF Scientific Education Committee. This Committee is comprised of scientists from different Divisions within the NCI, the FDA, and an ad hoc member from outside the NCI with expertise in the field of cancer prevention and control. If you are judged to be a highly qualified candidate, you will be notified in late September and invited for a one-day interview in October.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when CFPF sets review status to ineligible, incomplete, or not qualified

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

Dear [applicant name],

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, Sc.D.]  
[Director], Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute

Email to applicant when CFPF sets review status to withdrew

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

Dear [applicant name],

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, Sc.D.]  
[Director], Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute

Email to applicant when CFPF sets interview status to invited

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

|Month day, year|

Dear |applicant name|,

We are pleased to inform you that you have been invited to interview for the Cancer Prevention Fellowship Program (CPFP) of the National Cancer Institute (NCI). All interviews this year will be held virtually using |WebEx|, the NCI's videoconferencing platform.

You are scheduled for a group interview with the Scientific Education Committee (SEC) of the CFPF on |Day of week, Month day| at |HH:MM AM/PM timezone|. You are also scheduled for one-on-one interviews with the CFPF |Director|, Dr. |Lisa B. Signorello|, and the CFPF |Deputy Director|, Dr. |Lymarie Maldonado-Báez|, that same day at |HH:MM AM/PM| and |HH:MM AM/PM|, respectively. Each interview will last up to |30 minutes|. Should you accept this invitation, you will be required to attend a |WebEx| interview practice run on |Day of week, Month day| at |HH:MM AM/PM| that will last up to |15 minutes|.

**Please confirm your CFPF interview date and times and |WebEx| interview practice run by |HH:MM AM/PM| on |interview confirmation deadline: Day of week, Month day|, by responding directly to this email. We will send a follow-up email detailing the logistics of your upcoming interviews and practice run by |interview confirmation deadline + 1 day: Day of week, Month day|. Should you require a change of date or time, please contact the CFPF Staff immediately at cpfpcoordinator@mail.nih.gov, to discuss available scheduling options.**

Please note that the CFPF |Director| will not be replying to individual candidates' emails and calls until the interview process is complete. However, you may contact CFPF staff with any questions or concerns at cpfpcoordinator@mail.nih.gov.

We'd like to thank you for your interest in our program and look forward to meeting you in October!  
Thank you.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when CFPF sets interview status to accepted

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: Your CFPF Interview

|Month day, year|

Dear |applicant name|,

Thank you for confirming your interview for the Cancer Prevention Fellowship Program (CPFP) of the National Cancer Institute (NCI) on |Day of week, Month day, year| and your |WebEx| practice run on |Day of week, Month day, year|. In addition to providing your interview and practice run schedules, this email contains information on finalizing your interview package.

A. In order to finalize your interview package, please 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.

B. The schedule for your interviews and practice run are below. All times are Eastern Daylight Time.

|Day of week, Month day, year, HH:MM AM/PM|: up to |15 minutes| |WebEx| practice run

|Day of week, Month day, year, HH:MM AM/PM|: up to |30 minutes| panel interview with the SEC

|Day of week, Month day, year, HH:MM AM/PM|: up to |30 minutes| one-on-one interview with CFPF |Director|, Dr. |Lisa

B. Signorello|

|Day of week, Month day, year, HH:MM AM/PM|: up to |30 minutes| one-on-one interview with CFPF |Deputy Director|, Dr. |Lymarie Maldonado-Báez|

**|WebEx| interview practice run login URL:**

|https://cbit.webex.com/cbit/j.php?MTID=practice|

Meeting/Access Code: |123 456 7890|

Password: |Practice|

Call-in Number: |1-555-555-5555|

**SEC, CFPF Director, & CFPF Deputy Director interview login URL:**

|https://cbit.webex.com/cbit/j.php?MTID=actual|

Meeting/Access Code: |987 654 3210|

Password: |Actual|

Call-in Number: |1-555-555-5555|

We recommend that you visit the |WebEx Help| to familiarize yourself with the |WebEx| platform. It is important to note that candidate interviews will be running back-to-back, so we ask that you log into the |WebEx| platform a few minutes early to ensure that your interviews begin on time.

Thank you in advance for working with us to enable an excellent (although virtual) interview experience. You may contact us with any questions or concerns at cpfpcoordinator@mail.nih.gov. We look forward to seeing you in October!

Sincerely,

Program Coordinator

April 21, 2022

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Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when CFPF sets interview status to not offered

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

Dear [applicant name],

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, Sc.D.]  
[Director], Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute



Email to applicant when CFPF sets interview status to withdrew

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

Dear [applicant name],

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, Sc.D.]  
[Director], Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute

Email to applicant when CFPF sends a follow-up about the upcoming interviews

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: Your CFPF Interview

|Month day, year|

Dear |applicant name|,

This email summarizes your upcoming schedule and links to two important documents.

As stated previously, your initial panel interview will be with the Scientific Education Committee (SEC). This year, the SEC is comprised of |9| scientific members representing the NCI and academia. Your follow-up afternoon interviews will be with the CFPF |Director|, Dr. |Lisa B. Signorello|, and the CFPF |Deputy Director|, Dr. |Lymarie Maldonado-Báez|. You may view a list of [SEC member profiles](#), 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.

Secondly, please review the [Candidate Interview Agenda](#) for more details concerning the day's virtual activities. You will have the opportunity to virtually meet current Fellows and learn about their research and personal experiences in the CFPF.

Below is your upcoming schedule; all times below are Eastern Daylight Time.

|Day of week, Month day, year, HH:MM AM/PM|: up to |15 minutes| |WebEx| practice run  
|Day of week, Month day, year, HH:MM AM/PM|: up to |30 minutes| panel interview with the SEC  
|Day of week, Month day, year, HH:MM AM/PM|: up to |30 minutes| one-on-one interview with CFPF |Director|, Dr. |Lisa B. Signorello|  
|Day of week, Month day, year, HH:MM AM/PM|: up to |30 minutes| one-on-one interview with CFPF |Deputy Director|, Dr. |Lymarie Maldonado-Báez|

**|WebEx| interview practice run login URL:**

|<https://cbiit.webex.com/cbiit/j.php?MTID=practice>|

Meeting/Access Code: |123 456 7890|

Password: |Practice|

Call-in Number: |1-555-555-5555|

**SEC, CFPF Director, & CFPF Deputy Director interview login URL:**

|<https://cbiit.webex.com/cbiit/j.php?MTID=actual>|

Meeting/Access Code: |987 654 3210|

Password: |Actual|

Call-in Number: |1-555-555-5555|

Interviews will be running back-to-back, so we ask that you log into the |WebEx| platform a few minutes early to ensure that your interviews begin on time.

You are welcome to contact a member of the CFPF Staff with any questions or concerns at [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov). However, the CFPF **Director** will not be replying to individual candidates' emails and calls until the interview process is complete.

We are looking forward to virtually meeting you later this week for your **WebEx** interview practice run, and next week for your interviews for the Cancer Prevention Fellowship Program!

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to applicant when CFPF sets invitation status to invited

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

|month day, year|

|applicant name|

|address|

|city state zip|

Dear |applicant name|,

The Scientific Education Committee for the Cancer Prevention Fellowship Program (CPFP) at NCI has completed its deliberations and made final recommendations. We are delighted to inform you that you have been selected to join the CFPF. 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 CFPF 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 |entry date: month year|, 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 CFPF, and that the CFPF 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 at |lisa.signorello@nih.gov| by |confirmation deadline: HH:MM AM/PM timezone| on |Day of the week, Month day|. 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, Sc.D.|

|Director|, Cancer Prevention Fellowship Program

Division of Cancer Prevention

National Cancer Institute

Email to applicant when CFPF sets invitation status to alternate

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

[month day, year]

[applicant name]

[address]

[city state zip]

Dear [applicant name],

The National Cancer Institute (NCI) Scientific Education Committee and the Cancer Prevention Fellowship Program has completed its 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.

We are writing to inform you that you have been selected as an alternate for the Fellowship. This means that, unfortunately, we cannot offer you a space in the Fellowship at this time. We would like to keep you on our wait list in case a candidate who has accepted a position changes his or her plans at a later date. We will keep the wait list open for this purpose until [decision date: month day, year].

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, Sc.D.]

[Director], Cancer Prevention Fellowship Program

Division of Cancer Prevention

National Cancer Institute

Email to applicant when CFPF sets invitation status to declined

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

|month day, year|

|applicant name|

|address|

|city state zip|

Dear |applicant name|,

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, Sc.D.|

|Director|, Cancer Prevention Fellowship Program

Division of Cancer Prevention

National Cancer Institute

Email to applicant when CFPF sets invitation status to not offered

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

[month day, year]

[applicant name]

[address]

[city state zip]

Dear [applicant name],

The National Cancer Institute (NCI) Scientific Education Committee for the Cancer Prevention Fellowship Program has completed its 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, please consider applying again in [entry date: year]. 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, Sc.D.]

[Director], Cancer Prevention Fellowship Program

Division of Cancer Prevention

National Cancer Institute

Email to applicant when CFPF sets invitation status to withdrew

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Applicant  
SUBJECT: CFPF Candidate Status

|month day, year|

|applicant name|

|address|

|city state zip|

Dear |applicant name|,

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, Sc.D.|

|Director|, Cancer Prevention Fellowship Program

Division of Cancer Prevention

National Cancer Institute



# Contributor Emails

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## Email to contributor when a letter of reference is requested

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Contributor  
SUBJECT: Letter of Reference requested for CFPF application

Dear [contributor name],

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

Please go to <https://applications.cfpf.cancer.gov/fellowship/contribute.php?code=|XXXXX|> for further instructions and to upload your letter. Your letter must be uploaded on or before **supporting doc deadline: HH:MM AM/PM on month day, year timezone**.

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](mailto:cpfp@imsweb.com) immediately.

Thank you for your assistance.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Applicants may resend requests to contributors. They are the same except the Subject line changes to:

- Reminder: CFPF Supporting Documentation Deadline is [month day] (when > 15 days from deadline)
- Reminder: CFPF Supporting Documentation Deadline is [month day] - ONLY X DAYS LEFT (when 2-15 days from deadline)
- Reminder: CFPF Supporting Documentation Deadline is TOMORROW, [month day] (day before deadline)
- Reminder: CFPF Supporting Documentation Deadline is TODAY, [month day] (day of deadline)

## Email to contributor when a letter of assurance is requested

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Contributor  
SUBJECT: Letter of Assurance requested for CPFP application

Dear [contributor name],

[applicant name] has requested that you provide a letter of assurance for [his/her] 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 [entry date: month year].

Please go to <https://applications.cpfp.cancer.gov/fellowship/contribute.php?code=XXXXXX> for further instructions and to upload your letter. Your letter must be uploaded on or before **supporting doc deadline: HH:MM AM/PM on month day, year timezone**.

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](mailto:cpfp@imsweb.com) immediately.

Thank you for your assistance.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Applicants may resend requests to contributors. They are the same except the Subject line changes to:

- Reminder: CPFP Supporting Documentation Deadline is [month day] (when > 15 days from deadline)
- Reminder: CPFP Supporting Documentation Deadline is [month day] - ONLY X DAYS LEFT (when 2-15 days from deadline)
- Reminder: CPFP Supporting Documentation Deadline is TOMORROW, [month day] (day before deadline)
- Reminder: CPFP Supporting Documentation Deadline is TODAY, [month day] (day of deadline)

Email to contributor when supporting documentation is submitted

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Contributor  
SUBJECT: Thank you for providing [a Letter of Reference | a Letter of Assurance ]

Dear [contributor name],

Thank you for submitting [a letter of reference | a letter of assurance ] for [applicant name]'s application to the NCI's Cancer Prevention Fellowship Program. This documentation was received on [month day, year].

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email to contributor when supporting documentation is withdrawn

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Contributor  
SUBJECT: Request for |a Letter of Reference | a Letter of Assurance | has been withdrawn

Dear |contributor name|,

|applicant name| has withdrawn the request for |a letter of reference | a letter of assurance | for |his/her| application to the NCI Cancer Prevention Fellowship Program.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

Email reminder to contributor who has not yet submitted supporting documentation

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Contributor  
SUBJECT: Reminder: CPFP Supporting Documentation Deadline is |month day| (when > 15 days from deadline)  
Reminder: CPFP Supporting Documentation Deadline is |month day| - ONLY X DAYS LEFT (when 2-15 days from deadline)  
Reminder: CPFP Supporting Documentation Deadline is TOMORROW, |month day| (day before deadline)  
Reminder: CPFP Supporting Documentation Deadline is TODAY, |month day| (day of deadline)

Dear |contributor name|,

We would like to remind you that you have been requested to provide supporting documentation for application(s) to the NCI's Cancer Prevention Fellowship Program. All supporting documentation must be submitted on or before **|supporting doc deadline: HH:MM AM/PM on month day, year timezone|**.

To upload the requested documentation, please go to <https://applications.cpfp.cancer.gov/fellowship/contribute.php?code=|XXXXX|> for further instructions and to upload your letter.

If you have any problems with uploading your documentation, 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: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)

## Email to contributor when subscription status changes

*Contributors can subscribe to receive promotional mailings from the CFPF. They can change their subscription status at any time.*

FROM: Cancer Prevention Fellowship Program [cpfp@imsweb.com]  
TO: Contributor  
SUBJECT: **Subscribed to | Unsubscribed from** CFPF Emails

Dear **|contributor name|**,

You are currently **|subscribed | unsubscribed|** to receive e-mails from the Cancer Prevention Fellowship Program. To manage your subscription preferences, please visit the **|CFPF contributor page|**.

Sincerely,

Program Coordinator  
Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
Phone: +1 240-276-5626  
Fax: +1 240-276-7883  
Email: [cpfpcoordinator@mail.nih.gov](mailto:cpfpcoordinator@mail.nih.gov)