

**NIH OFFICE OF INTRAMURAL TRAINING & EDUCATION
OITE – APPLICATION, REGISTRATION, AND ALUMNI SYSTEMS
SYSTEM GENERATED EMAIL MESSAGES**

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Email-01. [1010] WELCOME TO THE NIH APPLICATION CENTER

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: Welcome to the NIH Application Center

Dear [FName],

Your NIH Application Center (NIH-AC) account has been created.

The NIH-AC allows you to view available NIH training programs and submit and manage applications to these programs. Please save this message for future reference.

To get started, go to NIHAC-URL-ADDRESS and create your profile.

Your sign-in provider is [PROVIDER]. Note: You will need to use the same sign-in provider whenever you access the NIH Application Center.

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Phone: (301) 496-2427

Email-02. [1020] ACTION REQUIRED: VERIFY NIH APPLICATION CENTER EMAIL ADDRESS

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Action Required: Verify NIH Application Center Email Address

Below is your personalized link to verify your email address.

VERIFICATION-URL-ADDRESS

NOTE: This link will expire after 72 hours, i.e., on [DATE at TIME (ET)]. If you are reading this after the link has expired, please go to NIHAC-URL-ADDRESS and try again.

If you encounter technical problems with the above link, contact us without delay.

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-03. [1030] ACTION REQUIRED: VERIFY NIH APPLICATION CENTER EMAIL ADDRESS

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Action Required: Verify NIH Application Center Email Address

Below is your personalized link to verify your email address.

VERIFICATION-URL-ADDRESS

NOTE: This link will expire after 72 hours, i.e., on [DATE at TIME (ET)]. If you are reading this after the link has expired, please go to NIHAC-URL-ADDRESS and try again.

If you encounter technical problems with the above link, contact us without delay.

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-04. [1040] NOTICE: NIH APPLICATION CENTER - EMAIL ADDRESS CHANGE REQUEST

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Notice: NIH Application Center - Email Address Change Request

Dear [FName]:

We recently received a request to change the email address associated with your NIH Application Center account.

If you made this request, please check your other email account for instructions on how to proceed. You must do so within the next 72 hours, i.e., by [DATE at TIME (ET)].

If you did NOT make this request, please contact us at TrainingWWW@mail.nih.gov with the subject line "Invalid Email Address Change Request."

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-05. [1050] CONFIRMATION: NIH APPLICATION CENTER - EMAIL ADDRESS CHANGE

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: NIH Application Center - Email Address Change

The email address associated with your NIH Application Center (NIH-AC) account has been successfully changed to EMAIL-ADDRESS.

Please note: Your login credentials have not changed. You will continue to sign in using [PROVIDER] when you access your account.

If you did not change your email address, please email us at TrainingWWW@mail.nih.gov with the subject line "Invalid Email Address Change."

To access your account, go to the NIH-AC: NIHAC-URL-ADDRESS

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-06. [1100] REMINDER: NIH APPLICATION CENTER - SIGN-IN PROVIDER

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Reminder: NIH Application Center - Sign-in Provider

Dear [FName]:

Your NIH-AC sign-in provider is [PROVIDER]. Note: You will need to use the same sign-in provider whenever you access the NIH Application Center.

To sign-in, go to NIHAC-URL-ADDRESS.

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-07. [1110] ACTION REQUIRED: NIH APPLICATION CENTER - SIGN-IN PROVIDER LINKING

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Action Required: NIH Application Center - Sign-in Provider Linking

Dear [FName]:

Use the link below to link your NIH-AC account with your preferred sign-in provider. This link is valid for 20 minutes.

To sign-in, go to VERIFICATION-URL-ADDRESS

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-08. [1120] ACTION REQUIRED: NIH APPLICATION CENTER - SIGN-IN PROVIDER LINKING CHANGE

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Action Required: NIH Application Center - Sign-in Provider Linking Change

Dear [FName]:

Your current NIH-AC sign-in provider is [PROVIDER]. If you want to change your sign-in provider, you should use the link below and access your NIH-AC account with your preferred sign-in provider. This link is valid for 20 minutes.

To sign-in, go to VERIFICATION-URL-ADDRESS

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-09. [1130] NOTICE: NIH APPLICATION CENTER - SIGN-IN PROVIDER

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: Notice: NIH Application Center - Sign-in Provider

Dear [FName]:

Your sign-in provider was recently updated. You will need to use [PROVIDER] whenever you access the NIH Application Center.

To sign-in, go to NIHAC-URL-ADDRESS.

Sincerely,

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-10. [1140] NOTICE: NIH APPLICATION CENTER - SUPPORT

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: Notice: NIH Application Center - Support

Hello:

We recently received a request to change your sign-in provider for your NIH-AC account. There is no account in our system that is associated the email address:

EMAIL-ADDRESS

If your believe you NIH-AC account was associated with another email address, please try again using a different email address.

To sign-in, go to NIHAC-URL-ADDRESS.

If you did not make this request, please disregard this email.

Sincerely,

NIH Office Of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-11. [1150] CONFIRMATION: NIH APPLICATION CENTER - SIGN-IN PROVIDER UNLINKED

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: NIH Application Center - Sign-in Provider Unlinked

Dear [FName]:

This message is to confirm that we have unlinked your NIH-AC account from [PROVIDER]. If you want to access the NIH-AC in the future, you will need to link your account with a new sign-in provider.

To do so, go to NIHAC-URL-ADDRESS.

Sincerely,

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

To make sure our emails reach your inbox (and not your spam folder) add 'TrainingWWW@mail.nih.gov' to your address book.

Email-12. [2000] CONFIRMATION: YOUR [PROGRAMNAMESHORT] APPLICATION IS STARTED

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: Your [ProgramNameShort] application is started

This confirms that your application for the [ProgramNameLong] has been started.

Your application will not be available for review by NIH investigators until you complete it.

To finish your application, go to the NIH Application Center, NIHAC-URL-ADDRESS.

You must complete your application by [DATE at TIME (ET)].

[Optional: Custom Text May Appear Here]

Please contact us if you have questions.

For inquiries regarding the [ProgramNameLong], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-13. [2010] CONFIRMATION: YOUR [PROGRAMNAMESHORT] APPLICATION IS INCOMPLETE.

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: Your [ProgramNameShort] application is incomplete.

Application Status: Incomplete

This confirms that your application for the [ProgramNameLong] has been started.

Your application will not be available for review by NIH investigators until you complete it.

To finish your application, go to the NIH Application Center, NIHAC-URL-ADDRESS.

You must complete your application by [DATE at TIME (ET)].

[Optional: Custom Text May Appear Here]

Please contact us if you have questions.

For inquiries regarding the [ProgramNameLong], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-14. [2020] CONFIRMATION: YOUR [PROGRAMNAMESHORT] APPLICATION IS ACTIVE.

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: Your [ProgramNameShort] application is active.

Application Status: Active

This confirms that we have received your application for the [ProgramNameLong], and it is available for review by NIH investigators.

To review or modify your application or check the status of your letters of recommendation, go to the NIH Application Center, NIHAC-URL-ADDRESS.

[Optional: Custom Text May Appear Here]

Please contact us if you have questions.

For inquiries regarding the [ProgramNameLong], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-15. [2030] CONFIRMATION: YOUR [PROGRAMNAMESHORT] APPLICATION IS COMPLETE.

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: Your [ProgramNameShort] application is complete.

Application Status: Complete

This confirms that your application for the [ProgramNameLong] is complete. This means all required information has been provided and all letters of recommendation have been received.

To review your application, go to the NIH Application Center, NIHAC-URL-ADDRESS.

[Optional: Custom Text May Appear Here]

Please contact us if you have questions.

For inquiries regarding the [ProgramNameLong], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-16. [2040] CONFIRMATION: YOUR [PROGRAMNAMESHORT] APPLICATION HAS BEEN WITHDRAWN.

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Confirmation: Your [ProgramNameShort] application has been withdrawn.

Application No.: [NIHAC_App_Number]

Application Status: Withdrawn

This is to confirm that your [ProgramNameLong] application has been withdrawn. Your application can no longer be accessed by NIH investigators through this system.

If you wish to reactivate this application, you must contact us directly at the email address listed below, or you may submit a new application. If you choose to submit a new application, all information on your withdrawn application--including any letters of recommendation that may have been submitted previously--will be lost. You will have to re-enter your application from scratch.

Please contact us if you have questions.

For inquiries regarding the [ProgramNameLong], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-17. [3010] REQUEST BY [FNAME] [LNAME] FOR AN [PROGRAMSHORTNAME] LETTER OF RECOMMENDATION

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: Request by [FName] [LName] for an [ProgramShortName] Letter of Recommendation

Dear [Prefix] [RefLName]:

[FName] [LName] has submitted an application to the NIH [ProgramLongName] ([ProgramShortName]) and has listed you as a reference. Your letter of recommendation will carry significant weight in the selection process. Please comment on this student's academic strengths, interest in biomedical research, and career potential.

=====

Important:

Please DO NOT SHARE this message with anyone, as it gives one the ability to access the Submit Letter site, which is for references only.

Please follow the instructions below to submit your letter. We cannot accept letters submitted by email or standard mail. All letters must be submitted through the NIH Reference Center.

=====

To submit your letter of recommendation, go to:
NIHAC-URL-ADDRESS

Note: This link is valid for one use only and, if unused, will automatically expire in 60 days.

If your access code has expired, you can request a new one at: NIHAC-URL-ADDRESS

Please note that, for security reasons, our system accepts PLAIN TEXT inputs only -- you cannot upload a PDF or other type of file. Therefore, it is not possible to submit a signed letter on official letterhead. We strongly recommend that you compose your letter offline and paste it into the form, rather than compose it online, to minimize the chance of technical problems such as timeout errors.

We ask that you submit this letter within two weeks or before the reference deadline, [DATE at TIME (ET)], whichever is sooner.

[Optional: Custom Text May Appear Here]

Please contact us if you have questions.

For inquiries regarding the [ProgramLongName], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-18. [3020] [PROGRAMSHORTNAME] LETTER OF RECOMMENDATION SUBMITTED

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: [ProgramShortName] Letter of Recommendation Submitted

Dear [Prefix] [RefLName]:

This email is to notify you that we have received your letter of recommendation in support of [FName] [LName]'s [ProgramShortName] application. Thank you for taking the time to share your assessment of this candidate.

If you wish to review or modify your letter of recommendation for this applicant, you must request a new access code. You can do so at NIHAC-URL-ADDRESS.

=====

For inquiries regarding the [ProgramLongName], contact:

[ProgramContactBlock]

Email-19. [3030] [PROGRAMSHORTNAME] LETTER OF RECOMMENDATION NOTICE

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: [ProgramShortName] Letter of Recommendation Notice

Dear [FName] [LName]:

This email is to notify you that [Prefix] [RefLName] has submitted a letter of recommendation in support of your [ProgramShortName] application.

We have received all but one of your letters of recommendation. If you wish to resend the request for a letter to your remaining reference, log on to the NIH Application Center, NIHAC-URL-ADDRESS.

If you wish to change the email address of the reference or designate someone else in place of that individual, you can do that as well, as long as the reference has not submitted a letter. To make such a change, go to above site and follow the instructions given there.

Please note that it is your responsibility to notify your reference of any changes that you make.
IMPORTANT: Once a letter has been received it cannot be replaced with a letter from a new reference.

**It is your responsibility to ensure that your reference submits their letter via the NIH Reference Center in a timely fashion.

For inquiries regarding the [ProgramLongName], contact:

[ProgramContactBlock]

If you encounter technical problems accessing the NIHAC Application Center, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-20. [3040] NIH REFERENCE CENTER ACCOUNT LOCKED

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: NIH Reference Center Account Locked

Dear [Prefix] [RefLName]:

This email is to notify you that we have locked your NIH Reference Center account, because there have been multiple failed attempts to access your account today. This is a security measure designed to prevent unauthorized access to the system.

Your account will automatically unlock at DATE-TIME (Eastern Time). Please try again at that time.

If you have forgotten your access code, you may--once your account is unlocked--request a new access code. You can do so at NIHAC-URL-ADDRESS.

NOTE: Although you may reset your access code at any time, doing so does NOT have the effect of unlocking your account. Your account will automatically be unlocked at the time noted above.

This is the only email notification you will receive regarding this lockout.

If you need immediate assistance, please contact us at the email address or phone number listed below.

Regards,

NIH Office of Intramural Training & Education
Phone: (301) 496-2427
Email: TrainingWWW@mail.nih.gov

Email-21. [3050] NIH REFERENCE CENTER ACCOUNT - UNLOCKED

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: NIH Reference Center Account - Unlocked

Dear [Prefix] [RefLName]:

This is to notify you that we have unlocked your NIH Reference Center account.

=====

Important:

To submit your letter of recommendation, please go to NIHAC-URL-ADDRESS and enter the login information provided previously. If you do not have your access link(s), please go to the login page and use the Access Code Reset tool.

We cannot accept letters of recommendation sent by email or by standard mail. All letters must be submitted through the NIH Reference Center.

=====

If you have any questions, please visit the Reference FAQ page, NIHAC-URL-ADDRESS. If you need assistance, please contact us at the email address or phone number listed below.

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Phone: (301) 496-2427

Email-22. [3070] ACTION REQUIRED: NEW ACCESS CODE TO SUBMIT [FNAME] [LNAME]'S [PROGRAMSHORTNAME] RECOMMENDATION

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: Action required: New access code to submit [FName] [LName]'s [ProgramShortName] Recommendation

Dear [Prefix] [RefLName]:

[FName] [LName] has submitted an application to the [ProgramLongName] ([ProgramShortName]) and has listed you as a reference. Your letter of recommendation will carry significant weight in the selection process. Please comment on this student's academic strengths, interest in biomedical research, and career potential.

=====

Important:

Please DO NOT SHARE the login information below with anyone, as it gives one the ability to access the site, which is for references only.

Please follow the instructions below to submit your recommendation. We cannot accept recommendations submitted by email or standard mail. All recommendations must be submitted through the NIH Reference Center.

We ask that you submit this letter within two weeks or before the reference deadline, DATE at TIME (ET), whichever is sooner.

=====

To submit your letter of recommendation, go to: NIHAC-URL-ADDRESS.

Note: This link is valid for one use only and, if unused, will automatically expire in 60 days.

If your access code has expired, you can request a new one at: NIHAC-URL-ADDRESS

Please note that, for security reasons, our system accepts PLAIN TEXT inputs only -- you cannot upload a PDF or other type of file. Therefore, it is not possible to submit a signed letter on official letterhead. We strongly recommend that you compose your letter offline and paste it into the form, rather than compose it online, to minimize the chance of technical problems such as timeout errors.

[Optional: Custom Text May Appear Here]

Please contact us if you have questions.

For inquiries regarding the [ProgramLongName], contact:

[ProgramContactBlock]

If you encounter technical problems, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-23. [PROGRAMNAMESHORT] CANDIDATE ACCEPTANCE - [APPFNAME] [APPLNAME]

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: [ProgramNameShort] Candidate Acceptance - [AppFName] [AppLName]

Dear Colleague,

We would like to accept [FName] [LName] (copied here) for admission to the [ProgramNameLong]. I am writing to request your help in processing this selection. At your earliest opportunity, please accept the applicant electronically in the OITE database.

I have contacted [FName] [LName] to discuss the position and received their verbal acceptance for admission to the [ProgramNameShort]. I understand that this action will remove [FName] [LName] from consideration for a position by others.

Below, I have provided some of the basic information you will need to process this selection. If you require anything else, do not hesitate to contact me.

Thank you,

[RTO UserFName] [LName]

Phone: [(999) 999-9999]

Email: [user@server.gov]

[NotesBlock]

Email-24. ACTION REQUESTED: [PROGRAMNAMESHORT] CANDIDATE WITHDRAWAL REQUEST FOR [APPFNAME] [APPLNAME]

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Action Requested: [ProgramNameShort] candidate withdrawal request for [AppFName] [AppLName]

Dear System Administrator,

[RTO UserFName] [LName] has requested that [FName] [LName]'s application be withdrawn from the [ProgramNameLong].

Below is the information you will need to process this withdrawal.

Program: [ProgramNameLong] ([ProgramNameShort]) Applicant Name: [FName] [LName] Application Id: [ApplicationId]

Reason: [Reason]

Notes: [Notes]

This request was made on DATE TIME by:

[RTO UserFName] [LName] ([UserRole])

Phone: [(999) 999-9999]

Email: [user@server.gov]

Email-25. UPDATE: [APPFNAME] [APPLNAME]'S ACCEPTANCE TO THE [PROGRAMNAMESHORT] HAS BEEN CANCELLED.

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Update: [AppFName] [AppLName]'s acceptance to the [ProgramNameShort] has been cancelled.

Dear [RTO UserFName] [LName],

This message confirms that you have successfully cancelled [FName] [LName]'s acceptance to the [ProgramNameLong].

If you have any questions or concerns, please contact OITE at Trainingwww@mail.nih.gov .

Program: [ProgramNameLong] ([ProgramNameShort]) Applicant Name: [FName] [LName] Application ID: [ApplicationId]

This action was taken on DATE TIME by:

[RTO UserFName] [LName] ([UserRole])

Phone: [(999) 999-9999]

Email: [user@server.gov]

Email-26. [4010] [PROGRAMNAMESHORT] SHARED BASKET NOTICE

From: NIH-EMAIL-ADDRESS

To: EMAIL-ADDRESS

Cc: TrainingWWW@mail.nih.gov

Subject: [ProgramNameShort] Shared Basket Notice

Dear [ShareFName] [ShareLName]:

This is to inform you that I have shared a basket of [ProgramNameLong] applications with you. To view this select group of applications, please follow these instructions:

1. Go to <https://wingserver/xfer/rnu> and log in as usual;
2. Click on the button for the [ProgramNameShort];
3. On the left side of the Search page, under 'Navigation,' select the 'View Baskets' link;
4. Choose "[BasketName]" from the *Baskets* drop-down list.

If you have any questions regarding the above basket, please let me know.

If you encounter technical problems accessing the shared basket, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Phone: (301) 496-2427

Email-27. NIH POSTBACCALAUREATE PROGRAM [MONTHLY FOLLOW-UP]

From: TrainingWWW@mail.nih.gov
To: EMAIL-ADDRESS
Subject: NIH Postbaccalaureate Program

Dear Applicant,

This message is to follow up on your recently submitted Postbaccalaureate Program application, which is currently available for review by investigators at the NIH. If one of these individuals reviews your application and wishes to interview you for a position, he or she will contact you directly. Please note that there is no fixed timeframe for application review and candidate selection and no guarantee that every application will be reviewed.

If you know of particular individuals you would like to work with, you may, if you wish, contact them to express your interest in their work and to let them know that you have an application online, complete and waiting to be reviewed. To find information on research currently being conducted at the NIH, visit the NIH website, <http://www.nih.gov/>.

If you have a specific research interest, you can identify relevant research projects by going to the NIH Annual Reports, <http://intramural.nih.gov/search/>, and searching on topics that interest you. Alternatively, you can visit the Intramural Research Program website, NIH-IRL-URL-ADDRESS, where NIH investigators are grouped by research interest. You can then contact the principal investigators directly. You will find contact information for the principal investigators in the NIH Enterprise Directory, <http://ned.nih.gov>.

You can check the status of your letters of recommendation, update/modify your reference information, and resend the requests for a letter of recommendation at the NIH Application Center, NIHAC-URL-ADDRESS.

If you have any questions, please refer to the Postbaccalaureate Program Frequently Asked Questions, URL-POSTBAC-FAQS. If your questions are not answered there, then please contact the OITE at your earliest convenience.

Regards,
NIH Office of Intramural Training & Education
Postbaccalaureate Program (PBP)
General Questions: PBP@nih.gov
Technical Questions: TrainingWWW@mail.nih.gov
Phone: (301) 496-2427

Email-28. YOUR PBP APPLICATION HAS BEEN ARCHIVED

From: TrainingWWW@mail.nih.gov

To: EMAIL-ADDRESS

Subject: Your PBP application has been archived

Dear <Applicant First Name>,

This is to inform you that your application to the Postbaccalaureate Program has been archived. This means the application has been removed from the pool of current applications and can no longer be accessed by investigators.

Reason for archiving: Either because the application was completed more than a year ago or because you are no longer eligible for the program.

If you are still eligible and wish to be considered for the program, you must submit a new application. There is no way to resubmit or reactivate your original application.

If, in fact, you are currently participating in the Postbaccalaureate Program and have received this message in error, please contact us so we can update our records. You may also contact us if you believe that we have archived your application in error.

Regards,

NIH Office of Intramural Training & Education

Postbaccalaureate Program (PBP)

General Questions: PBP@nih.gov

Technical Questions: TrainingWWW@mail.nih.gov

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