

NIH OITE - APPLICATION, REGISTRATION, AND ALUMNI SYSTEMS

SYSTEM-GENERATED EMAIL MESSAGES

Table of Contents

1. NIH-AC Account: Welcome to the NIH Application Center.....	3
2. NIH-AC Account: Action Required - Verify NIH Application Center Email Address.....	3
3. NIH-AC Account: Notice - Email Address Change Request.....	5
4. NIH-AC Account: Confirmation - Email Address Change.....	6
5. NIH-AC Account: Reminder - Sign-in Provider.....	7
6. NIH-AC Account: Action Required - Sign-in Provider Linking.....	8
7. NIH-AC Account: Action Required - Sign-in Provider Linking Change.....	8
8. NIH-AC Account: Notice - Sign-in Provider.....	10
9. NIH-AC Account: Notice - Support.....	10
10. NIH-AC Account: Confirmation - Sign-in Provider Unlinked.....	12
11. NIH-AC General: [ProgramNameShort] Application is Started.....	13
12. NIH-AC General: [ProgramNameShort] Application is Incomplete.....	14
13. NIH-AC General: [ProgramNameShort] Application is Active.....	15
14. NIH-AC General: [ProgramNameShort] Application is Complete.....	16
15. NIH-AC General: [ProgramNameShort] Application has been Withdrawn.....	17
16. NIH-AC General: [DestShort] Application has been Created.....	18
17. NIH-AC General: Application Transferred to [DestProgramNameShort].....	19
18. NIH-AC General: Application No. [ApplicationNo] to the [ProgramNameLong] has been started.....	19
19. NIH-AC General: [FName] [LName] Recommendation Letter for [ProgramShortName]	21
20. NIH-AC General: [FName] [LName] Recommendation Letter for [ProgramShortName] Received.....	21
21. NIH-AC General: [Prefix] [RefLName]'s Letter for [ProgramShortName] Received.....	23
22. NIH-AC General: Reference Center Account Locked.....	25
23. NIH-AC General: Reference Center Account Unlocked.....	26
24. NIH-AC General: [FName] [LName]'s Recommendation Letter for [ProgramShortName] – Access Code for Modification.....	27
25. NIH-AC General: [FName] [LName]'s Recommendation Letter for [ProgramShortName] – New Access Code.....	29
26. NIH-AC General: [ProgramNameShort] Shared Basket Notice.....	29
27. NIH-AC Financial: [AppFName] [AppLName] EFN Feedback for [ProgramShortName]	31
28. NIH-AC Financial: EFN Feedback for [ProgramShortName] Received.....	34
29. NIH-AC Financial: [FName] [LName] EFN Feedback for [ProgramShortName] Submitted	35

30. NIH-AC Financial: [ProgramShortName] EFN submission.....	36
31. NIH-AC Financial: [AppFName] [AppLName] EFN Feedback for [ProgramShortName] - Access Code for Modification.....	37
32. NIH-AC Financial: [AppFName] [AppLName]'s EFN Feedback for [ProgramShortName] - New Access Code.....	38
33. NIH-AC Financial: [ProgramShortName] EFN Status Notification.....	39
34. NIHAC Acceptance: [ProgramNameShort] Candidate Selection - [AppFName] [AppLName].....	40
35. NIHAC Acceptance: [ProgramNameShort] Acceptance Details - APPLICANT-NAME....	41
36. NIHAC Acceptance: [ProgramNameShort] Candidate Acceptance - [AppFName] [AppLName].....	42
37. NIHAC Acceptance: Action Requested: [ProgramNameShort] candidate withdrawal request for [AppFName] [AppLName].....	43
38. NIHAC Acceptance: Update: [AppFName] [AppLName]'s acceptance to the [ProgramNameShort] has been cancelled.....	44
39. NIHAC Acceptance: Your [ProgramNameShort] application has been archived.....	45
40. FARE: Application Confirmation.....	46
41. FARE: Mentor Request.....	48
42. FARE: Competition Rejection - <varFName> <varLName> (to mentor).....	49
43. FARE: Competition Approval - <varFName> <varLName> (to mentor).....	50
44. FARE: Competition Mentor Rejection - APPLICANT-NAME (to applicant).....	51
45. FARE: Competition Mentor Approval - Dr. Mentor-LastName (to applicant).....	52
46. FARE: Mentor Account Information (Passcode reminder).....	53
47. FARE: Mentor Account Locked.....	54
48. FARE: Mentor Account – Unlocked.....	55
49. FARE: Mentor Deadline (REMINDER).....	56
50. FARE: Prospective Judge Registration Confirmation.....	57
51. FARE: Awards Judge Account Information.....	58
52. FARE: Prospective Judge registration update.....	60
53. FARE: Alternate Judge information.....	61
54. FARE: Judge Abstract Assignment.....	62
55. FARE: Competition - Congratulations.....	63
56. FARE: Competition – Results.....	64
57. CMS Event Registration.....	65
58. LMS Course Registration.....	66

1. NIH-AC Account: Welcome to the NIH Application Center

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Welcome to the NIH Application Center

Dear [FName],

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

The next step is to access your account and complete the Profile Manager. Information entered into the Profile Manager may be imported into one or more training program applications.

Key Points:

- 1) Your profile is not an application to a training program.
- 2) Editing your profile does not modify the content of an existing application(s).
- 3) Editing an application form does not modify your profile.
- 4) Changes made to one application does not affect any other application.

To start your profile and get started, go to:
<strNIHAC_URL>

Your sign-in provider is [PROVIDER].

You will need to use the same sign-in provider each time you access the NIH-AC.

Note: We strongly encourage you to use a permanent email address for your NIH-AC account. If you lose access to an email address (academic, organization, etc.), then you will no longer have access to your NIH-AC account.

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

2. NIH-AC Account: Action Required - Verify NIH Application Center Email Address

From: TrainingWWW@mail.nih.gov

To: applicant@email.address

Subject: NIH-AC: Action Required - Verify NIH Application Center Email Address

Dear [FName],

Use the following personalized link to verify your email address in the NIH Application Center (NIH-AC).

PERSONALIZED-URL-FOR-VERIFICATION

This link will expire in 72 hours (DATE) or upon first use.

If the link has expires, go to <https://www2.training.nih.gov/xfer/nihac> and try again.

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

3. NIH-AC Account: Notice - Email Address Change Request

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Notice - Email Address Change Request

Dear [FName],

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

If you made this request, check your other email account for instructions on how to complete the process. You must do so within the next 72 hours DATE.

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

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

4. NIH-AC Account: Confirmation - Email Address Change

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Confirmation - Email Address Change

Dear [FName],

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

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, contact us at TrainingWWW@mail.nih.gov with the subject line "Invalid Email Address Change."

To access your account, go to the NIH-AC:
<https://www2.training.nih.gov/xfer/nihac>

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

5. NIH-AC Account: Reminder - Sign-in Provider

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Reminder - Sign-in Provider

Dear [FName],

Your NIH Application Center (NIH-AC) sign-in provider is [PROVIDER].

You will need to use the same sign-in provider each time you access the NIH Application Center.

To sign-in, go to:
<https://www2.training.nih.gov/xfer/nihac>

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

6. NIH-AC Account: Action Required - Sign-in Provider Linking

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Action Required - Sign-in Provider Linking

Dear [FName],

Use the following personalized link to access your NIH Application Center (NIH-AC) account with your preferred sign-in provider. This link is valid for <objGlobals._AuthProviderLinkExpireInMinutes> minutes.

PERSONALIZED-URL

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

7. NIH-AC Account: Action Required - Sign-in Provider Linking Change

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Action Required - Sign-in Provider Linking Change

Dear [FName],

Your current NIH Application Center (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:
PERSONALIZED-URL

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

8. NIH-AC Account: Notice - Sign-in Provider

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Notice - Sign-in Provider

Dear [FName],

Your sign-in provider was recently updated. You will need to use [PROVIDER] each time you access the NIH Application Center (NIH-AC).

To sign-in, go to:
<https://www2.training.nih.gov/xfer/nihac>

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

9. NIH-AC Account: Notice - Support

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Notice - Support

Hello:

We recently received a request to change your sign-in provider for an NIH Application Center (NIH-AC) account. There is no account in our system associated with the email:

applicant@email.address

If you believe you have an NIH-AC account associated with another email address, try again using your alternate email address.

To sign-in, go to:
<https://www2.training.nih.gov/xfer/nihac>

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

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office Of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

10. NIH-AC Account: Confirmation - Sign-in Provider Unlinked

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Confirmation - Sign-in Provider Unlinked

Dear [FName],

This message is to confirm that we have unlinked your NIH Application Center (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:
<https://www2.training.nih.gov/xfer/nihac>

To ensure our emails are delivered to your inbox (and not your spam or junk folder), add 'TrainingWWW@mail.nih.gov' to your address book or safe senders list.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Sincerely,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

11. NIH-AC General: [ProgramNameShort] Application is Started

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [ProgramNameShort] Application is Started

Application Status: [Application Status]
Application No.: [Application No.]

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

Your application will not be available for review until you fill all required fields and submit.

To continue your application, go to the NIH Application Center (NIH-AC):
<https://www2.training.nih.gov/xfer/nihac>

You must submit your application by DATE.

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramNameLong] inquiries:

[ProgramContactBlock]

For NIH-AC technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

12. NIH-AC General: [ProgramNameShort] Application is Incomplete

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [ProgramNameShort] Application is Incomplete

Application Status: [Application Status]
Application No.: [Application No.]

Dear [FName],

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

Your application will not be available for review until you fill all required fields and submit.

To continue your application, visit the NIH Application Center (NIH-AC):
<https://www2.training.nih.gov/xfer/nihac>

You must submit your application by DATE.

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramNameLong] inquiries, contact:

[ProgramContactBlock]

For NIH-AC technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

13. NIH-AC General: [ProgramNameShort] Application is Active

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [ProgramNameShort] Application is Active

Application Status: [Application Status]
Application No.: [Application No.]

Dear [FName],

This confirms we have received your application for the [ProgramNameLong], and certify its availability for review by NIH investigators.

To review your application or check the status of your recommendation letters, visit the NIH Application Center (NIH-AC):
<https://www2.training.nih.gov/xfer/nihac>

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramNameLong] inquiries, contact:

[ProgramContactBlock]

For NIH-AC technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

14. NIH-AC General: [ProgramNameShort] Application is Complete

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [ProgramNameShort] Application is Complete

Application Status: [Application Status]
Application No.: [Application No.]

Dear [FName],

This confirms your application for the [ProgramNameLong] is complete, meaning all required information has been provided.

To review your application, go to the NIH Application Center (NIH-AC):
<https://www2.training.nih.gov/xfer/nihac>

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramNameLong] inquiries, contact:

[ProgramContactBlock]

For NIH Application Center technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

15. NIH-AC General: [ProgramNameShort] Application has been Withdrawn

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [ProgramNameShort] Application has been Withdrawn

Application Status: [Application Status]
Application No.: [Application No.]

This message confirms your [ProgramNameLong] application has been withdrawn. Your application can no longer be accessed by NIH investigators.

If you wish to reactivate this application, you must contact us directly via the email listed below, or you may submit a new application.

If you choose to submit a new application, all information in your withdrawn application, including any recommendation letters, will be lost.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramNameLong] inquiries, contact:

[ProgramContactBlock]

For NIH Application Center (NIH-AC) technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

16. NIH-AC General: [DestShort] Application has been Created

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [DestShort] Application has been Created

Application Status: [Application Status]
Application No.: [Application No.]

Dear [FName],

When you submitted your application to [SourceProgramNameLong] ([SourceShort]) you chose to Opt-In to the [DestProgramNameLong] ([DestShort]) upon non-selection. Our records indicate you were not selected for the [SourceShort] opportunity; therefore, the contents of your application have been duplicated for the [DestShort] opportunity.

We recommend you take a moment to access your NIH Application Center (NIH-AC) account and thoroughly review the duplicated application.

NIH Application Center:
<https://www2.training.nih.gov/xfer/nihac>

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Note: If you have been accepted into [SourceShort] and our records are inaccurate, contact the NIH Office of Intramural Training & Education (OITE) immediately so that we can update our records.

For [DestProgramNameLong] inquiries, contact:

[ProgramContactSignatureBlock]

For NIH-AC technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

17. NIH-AC General: Application Transferred to [DestProgramNameShort].

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: Application Transferred to [DestProgramNameShort].

Dear [FName],

This is to confirm that NIH Office of Intramural Training & Education (OITE) has transferred application #[Application No.] to the [DestProgramNameShort] program.

From: [SourceProgramNameLong] ([SourceProgramNameShort])
To: [DestProgramNameLong] ([DestProgramNameShort])

The application can no longer be accessed by [SourceProgramNameShort] investigators.

We encourage you to review the transferred application for completeness.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

18. NIH-AC General: Application No. [ApplicationNo] to the [ProgramNameLong] has been started.

From: TrainingWWW@mail.nih.gov

To: TrainingWWW@mail.nih.gov

Subject: NIH-AC: Application No. [ApplicationNo] to the [ProgramNameLong] has been started.

[applicant@email.address] has started an application to the [ProgramNameShort].

Application #: [ApplicationNo]

Account Id: [AccountId]

Timestamp: DATE

19. NIH-AC General: [FName] [LName] Recommendation Letter for [ProgramShortName]

From: TrainingWWW@mail.nih.gov

To: refLOR@email.address

Subject: NIH-AC: [FName] [LName] Recommendation Letter for [ProgramShortName]

Dear [Prefix] [RefLName]:

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

Please do not share this message with anyone, as it provides access to the recommendation letter form for this specific applicant. Use the instructions provided below to access the NIH Reference Center to submit your recommendation letter. Recommendation letters must be submitted through the NIH Reference Center.

Submitting a Recommendation Letter

1) For security reasons, our system is designed to timeout after 30 minutes of inactivity. Therefore, we encourage you to compose your letter offline.

2) Our system accepts PLAIN TEXT inputs only. Therefore, you cannot upload any files. You will need to copy/paste the text of your letter in the space provided.

3) The link to submit your recommendation letter for this specific applicant is valid for one use only or ## days if unused.

~DEPENDING UPON PROGRAM CONFIGURATION ~

3) You must submit the recommendation letter before the deadline, DATE.

4) The link to submit your recommendation letter for this specific applicant is valid for one use only or ## days if unused.

To submit your recommendation letter, go to:
UNIQUE-URL-FOR-LETTER-SUBMISSION

If you require a new link to access the NIH Reference Center, use this webpage to request a new link:

<https://www2.training.nih.gov/xfer/refcenter>

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] inquiries, contact:

[ProgramContactBlock]

For NIH Reference Center technical inquiries, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Website: <https://www.training.nih.gov/>

20. NIH-AC General: [FName] [LName] Recommendation Letter for [ProgramShortName] Received

From: TrainingWWW@mail.nih.gov
To: refLOR@email.address
Subject: NIH-AC: [FName] [LName] Recommendation Letter for [ProgramShortName] Received

Dear [Prefix] [RefLName]:

This confirms we received your recommendation letter for [FName] [LName]'s [ProgramShortName] application. Thank you for taking the time to share your assessment.

If you wish to review or modify your recommendation letter, you must request a new access code through the link:

=====

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] inquiries, contact:

[ProgramContactBlock]

For NIH Reference Center technical inquiries, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov

For [ProgramLongName] inquiries, contact:

[ProgramContactBlock]

21. NIH-AC General: [Prefix] [RefLName]'s Letter for [ProgramShortName] Received

From: TrainingWWW@mail.nih.gov

To: applicant@email.address

Subject: NIH-AC:[Prefix] [RefLName]'s Letter for [ProgramShortName] Received

Application Status: [Application Status]

Application No.: [Application No.]

Dear [FName],

This confirms receipt of [Prefix] [RefLName]'s recommendation letter for your [ProgramShortName] application.

We have received all but one of your recommendation letters. If you wish to resend the request for a letter to your remaining reference, login to the NIH Application Center:
<https://<constNIHAC>>

If you need to change the email address of the reference or designate someone else in place of that individual, you can only do so if the original reference has not submitted a recommendation letter; submitted recommendation letters cannot be removed. To make such a change, go to your application and follow the instructions given. You must notify the original reference about the change and that their recommendation letter is no longer needed.

****It is your responsibility to ensure your reference submits their recommendation letter through the NIH Reference Center by the deadline. No late recommendation letters will be accepted.**

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] inquiries, contact:

[ProgramContactBlock]

For NIH Reference Center technical inquiries, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Website: <https://www.training.nih.gov/>

22. NIH-AC General: Reference Center Account Locked

From: TrainingWWW@mail.nih.gov
To: refLOR@email.address
Subject: NIH-AC: Reference Center Account Locked

Dear [Prefix] [RefLName]:

Your NIH Reference Center account has been locked due to multiple failed attempts to access your account. This is for security purposes designed to prevent unauthorized access.

Your account will automatically unlock at [varUnlockDateTime] (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 through this link:
<https://<constRefSite>>

Although you may reset your access code at any time, doing so does NOT unlock your account.

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

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Regards,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

23. NIH-AC General: Reference Center Account Unlocked

From: TrainingWWW@mail.nih.gov
To: refLOR@email.address
Subject: NIH-AC: Reference Center Account Unlocked

Dear [Prefix] [RefLName]:

Your NIH Reference Center account is now unlocked.

To submit your recommendation letter, visit <https://<constRefSite>> and enter the login information previously sent to you. If you do not have your access link(s), go to the login page and use the Access Code Reset tool.

We cannot accept recommendation letters sent by email or by standard mail. All letters must be submitted through the NIH Reference Center. If you have any questions, visit the Reference FAQ page, https://www.training.nih.gov/reference_faqs.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

24. NIH-AC General: [FName] [LName]'s Recommendation Letter for [ProgramShortName] – Access Code for Modification

From: TrainingWWW@mail.nih.gov
To: refLOR@email.address
Subject: NIH-AC: [FName] [LName]'s Recommendation Letter for [ProgramShortName] – Access Code for Modification

Dear [Prefix] [RefLName]:

Thank you for your previously submitted letter of recommendation. This message contains a new access code that enables you to modify your letter for [FName] [LName].

Please do not share this message with anyone, as it provides access to your recommendation letter form for this specific applicant. Use the instructions provided below to access the NIH Reference Center and modify your previously submitted recommendation letter. Recommendation letters must be submitted through the NIH Reference Center.

Submitting a Recommendation Letter

- 1) For security reasons, our system is designed to timeout after 30 minutes of inactivity, therefore, we encourage you to compose your letter offline.
- 2) Our system accepts PLAIN TEXT inputs only. Therefore, you cannot upload any files. You will need to copy/paste the text of your letter in the space provided.
- 3) The link to submit your recommendation letter for this specific applicant is valid for one use only or ## days if unused.

~DEPENDING UPON PROGRAM CONFIGURATION~

- 3) You must submit the recommendation letter before the deadline, DATE.
- 4) The link to submit your recommendation letter for this specific applicant is valid for one use only or ## days if unused.

To modify your recommendation letter, go to:
REFERENCE-UNIQUE-URL

If you require a new link to access the NIH Reference Center, use this webpage to request a new link:
<https://www2.training.nih.gov/xfer/refcenter>

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] inquiries, contact:

[ProgramContactBlock]

For NIH Reference Center access inquiries, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Website: <https://www.training.nih.gov/>

25. NIH-AC General: [FName] [LName]'s Recommendation Letter for [ProgramShortName] – New Access Code

From: TrainingWWW@mail.nih.gov
To: refLOR@email.address
Subject: NIH-AC: [FName] [LName]'s Recommendation Letter for [ProgramShortName] – New Access Code

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

Please do not share this message with anyone, as it provides access to the recommendation letter form for this specific applicant. Use the instructions provided below to access the NIH Reference Center and modify your previously submitted recommendation letter. Recommendation letters must be submitted through the NIH Reference Center.

Submitting a Recommendation Letter

- 1) For security reasons, our system is designed to timeout after 30 minutes of inactivity, therefore, we encourage you to compose your letter offline.
 - 2) Our system accepts PLAIN TEXT inputs only. Therefore, you cannot upload any files. You will need to copy/paste the text of your letter in the space provided.
 - 3) The link to submit your recommendation letter for this specific applicant is valid for one use only or ## days if unused.
- ~DEPENDING UPON PROGRAM CONFIGURATION~*
- 3) You must submit the recommendation letter before the deadline, DATE.
 - 4) The link to submit your recommendation letter for this specific applicant is valid for one use only or ## days if unused.

To submit your recommendation letter, go to:
REFERENCE-UNIQUE-URL

If you require a new link to access the NIH Reference Center, please use this webpage to request a new link:
<https://www2.training.nih.gov/xfer/refcenter>

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] inquiries, contact:

[ProgramContactBlock]

For NIH Reference Center access inquiries, contact:

NIH Office of Intramural Training & Education

Email: TrainingWWW@mail.nih.gov

Website: <https://www.training.nih.gov/>

26. NIH-AC General: [ProgramNameShort] Shared Basket Notice

From: nihref1@email.address.ref
To: applicant@email.address
Cc: TrainingWWW@main.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 the contents of this basket, follow these instructions:

1. Log in to <https://www2.training.nih.gov/xfer/rnu> as usual;
2. Click on the button for the [ProgramNameShort];
3. On the left side of the Search page, under 'Navigation,' select 'View Baskets';
4. Choose "[BasketName]" from the *Baskets* drop-down list.

Let me know if you have any questions regarding the basket.

For RTO technical issues, contact:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

27. NIH-AC Financial: [AppFName] [AppLName] EFN Feedback for [ProgramShortName]

From: TrainingWWW@mail.nih.gov

To: refFAO@email.address

Subject: NIH-AC: [AppFName] [AppLName] EFN Feedback for [ProgramShortName]

Dear Financial Aid Officer:

You are receiving this email because [AppFName] [AppLName] submitted an application to the [ProgramLongName] ([ProgramShortName]).

To process this application, we ask that you submit an Exceptional Financial Need (EFN) form on behalf of the applicant. The EFN form will allow your university to certify whether the applicant meets the family income requirements.

By submitting this form, [AppFName] is giving their permission for your office to provide [ProgramShortName] their financial aid information by answering the following questions through the online form (Yes/No responses):

Q: Is this student enrolled or accepted for enrollment as a full-time student for the upcoming academic-year? (Y/N)

Q: If currently enrolled, is this student in good standing? (Yes/No)

Q: What is the month-year of the anticipated graduation date? (Month - Year)

Q: Does this student meet the threshold for EFN status for the upcoming academic year? (Yes/No)

EFN Table: <https://www.training.nih.gov/research-training/pb/ugsp/>

IMPORTANT: Please DO NOT SHARE the login information below with [AppFName], as it allows to access the site.

To submit the EFN form, visit:

[https://<constRefSite>?rid=\[UID\]](https://<constRefSite>?rid=[UID])

This link is valid for one use. If your access code expires, you can request a new one at: <constRefCodes>

If your university requires an additional release, please contact [AppFName] directly to obtain authorization.

We ask that you submit the EFN form as soon as possible after receiving this notice. The form must be submitted no later than [EFNDeadline].

Please contact the student directly if the provided email address is not the university email address:

~ Student Name: [AppFName] [AppLName]

~ Student Email Address: [AppEmail]

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] or EFN related inquiries:

[ProgramContactBlock]

For technical inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

28. NIH-AC Financial: EFN Feedback for [ProgramShortName] Received

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: EFN Feedback for [ProgramShortName] Received

Application No.: [Application No.]

Dear [FName] [LName]:

This email confirms we have received an EFN submission for your [ProgramLongName] ([ProgramShortName]) application. The [ProgramShortName] will review the content of your EFN submission and assess eligibility. You will receive a follow-up email containing the status of your EFN.

Your EFN status does not equate to your application status for admission consideration.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] or EFN related inquiries:

[ProgramContactBlock]

For technical inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

29. NIH-AC Financial: [FName] [LName] EFN Feedback for [ProgramShortName] Submitted

From: TrainingWWW@mail.nih.gov
To: refFAO@email.address
Subject: NIH-AC: [FName] [LName] EFN Feedback for [ProgramShortName] Submitted

Dear Financial Aid Officer:

This email confirms the EFN form for [FName] [LName]'s application to the [ProgramShortName] has been successfully submitted.

If you wish to review or modify your submission for this applicant, you must request a new access code. You can do so at:
<https://<constRefSite>>

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] or EFN related inquiries:

[ProgramContactBlock]

For technical inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

30. NIH-AC Financial: [ProgramShortName] EFN submission

From: TrainingWWW@mail.nih.gov
To: refFAO@email.address
Subject: NIH-AC: [ProgramShortName] EFN submission

Dear [ProgramShortName] contact:

This email confirms the EFN form for [FName] [LName]'s application to the [ProgramLongName] has been submitted.

To view the EFN submission:

1. Log in to <https://wingserver/xfer/rnu> as usual;
2. Click on the button for the [ProgramLongName];
3. Use the Search tool to find and review the EFN form.

For technical inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

31. NIH-AC Financial: [AppFName] [AppLName] EFN Feedback for [ProgramShortName] - Access Code for Modification

From: TrainingWWW@mail.nih.gov
To: refFAO@email.address
Subject: NIH-AC: [AppFName] [AppLName] EFN Feedback for [ProgramShortName] - Access Code for Modification

Dear Financial Aid Officer:

Thank you for your previously submitted EFN form. This message contains a new access code that enables you to modify the EFN form for [AppFName] [AppLName].

IMPORTANT

- 1) Do not share this message with anyone, as it provides access to [AppFName]'s EFN form.
- 2) Use the instructions provided below to access the form and modify your previous submission. Responses by email or standard mail are not accepted.

To modify the EFN form, go to:
[https://<constRefSite>?fid=\[UID\]](https://<constRefSite>?fid=[UID])

This link is valid for one use only. If your access code expires, you can request a new one at: <constRefCodes>

Deadline: Submit your updated response to the EFN form as soon as possible after receiving this notice. The form must be submitted no later than [EFNDeadline].

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] or EFN related inquiries:

[ProgramContactBlock]

For technical inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

**32. NIH-AC Financial: [AppFName] [AppLName]'s EFN Feedback for [ProgramShortName]
- New Access Code**

From: TrainingWWW@mail.nih.gov
To: refFAO@email.address
Subject: NIH-AC: [AppFName] [AppLName]'s EFN Feedback for [ProgramShortName] - New Access Code

Dear Financial Aid Officer:

This message contains a new access code that enables you to submit the EFN form for [AppFName] [AppLName]'s application to the [ProgramLongName] ([ProgramShortName]).

IMPORTANT

- 1) Do not share this message with anyone, as it provides access to [AppFName]'s EFN form.
- 2) Use the instructions provided below to access the form and submit the EFN form. Responses by email or standard mail are not accepted.

To submit the EFN form, visit:
[https://<constRefSite>?fid=\[UID\]](https://<constRefSite>?fid=[UID])

This link is valid for one use only. If your access code expires, you can request a new one at:
<constRefCodes>

Deadline: Submit your response to the EFN form as soon as possible after receiving this notice. The form must be submitted no later than [EFNDeadline].

[Optional: Custom Text May Appear Here]

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] or EFN related inquiries:

[ProgramContactBlock]

For technical inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

33. NIH-AC Financial: [ProgramShortName] EFN Status Notification

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: NIH-AC: [ProgramShortName] EFN Status Notification

Application No.: [Application No.]

Dear [FName] [LName]:

This email confirms the [ProgramLongName] ([ProgramShortName]) has received your EFN Form.

The [ProgramShortName] uses the following EFN status values:

~ APPROVED - university confirms you have exceptional financial need based on the criteria listed in the EFN form

~ CONDITIONALLY APPROVED - content of the EFN form is incomplete, contact the us I for clarification

~ CONDITIONALLY REJECTED - content of the EFN form indicates you are not eligible. Resubmit the EFN form if your situation changes by the EFN deadline.

~ REJECTED - university indicates you do not meet the exceptional financial need eligibility criteria

Based on the content of the form, your EFN status has been determined to be: [EFNStatus].

* * * * *

Your EFN status does not equate to your application status for admission consideration.

* * * * *

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

For [ProgramLongName] inquiries:

[ProgramContactBlock]

For NIH Application Center inquiries:

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov/>

**34. NIHAC Acceptance: [ProgramNameShort] Candidate Selection - [AppFName]
[AppLName]**

From: investigator@email.address
Sent: year-month-day
To: coordinator@email.address
Subject: PROGRAM-ACRONYM Candidate Selection – APP-NAME

Dear Colleague,

We would like to select [FName] [LName] for admission into the [ProgramNameLong]. I confirm that the IC has approved the slot for this selection. Please process this selection at your earliest convenience via the RTO application system at: <constRNUSite>

Application Number: [Application No.]
Applicant Name: [FName] [LName]
Applicant Email: [applicant@server.com]

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

Thank you,
[RTO UserFName] [LName]
Phone: [(999) 999-9999]
Email: [user@server.gov]

=====

NIH Lab: [NIH LAB]
PI Name: NIH-INVESTIGATOR
PI Email: NIH-INVESTIGATOR-EMAIL
Preceptor (Daily Supervisor) Name: DAILY-SUPERVISOR
Preceptor Email: DAILY-SUPERVISOR-EMAIL
Lab AO: AO-NAME
Lab AO Email: AO-EMAIL
Building: BUILDING
Room: ROOM
Lab Phone: LAB-PHONE
Notes:

=====

35. NIHAC Acceptance: [ProgramNameShort] Acceptance Details - APPLICANT-NAME

From: coordinator@email.address

To: applicant@email.address

Subject: [ProgramNameShort] Acceptance Details - APPLICANT NAME

Dear APPLICANT-NAME:

You have accepted for a position in the [ProgramNameLong] ([ProgramNameShort]). Please review the following information.

NIH Mentor/Preceptor: [PreceptorFName] [PreceptorLName]

Institute/Center: [Institute/Center]

Research Location: [ResearchLocation]

As a result of your selection into the [ProgramNameShort], your application has been removed from the applicant pool.

We look forward to welcoming you to the NIH. The next step will be onboarding paperwork including confirmation of your eligibility, start date, and stipend. Watch for an email from [Institute/Center] regarding this information. Failure to complete this required documentation may result in your offer being rescinded.

As you prepare to come to the NIH, we encourage you to use available resources to succeed and to move to the NIH [Research Location]. Visit: <https://www.training.nih.gov/incoming-trainees/> .

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Thank you,

[RTO UserFName] [LName]

Phone: [(999) 999-9999]

Email: [varCoordinatorEmail@nih.gov]

36. NIHAC Acceptance: [ProgramNameShort] Candidate Acceptance - [AppFName] [AppLName]

From: TrainingWWW@mail.nih.gov
To: investigator@email.address
Subject: [ProgramNameShort] Candidate Acceptance - [AppFName] [AppLName]

Dear Colleague,

We would like to select [FName] [LName] for admission into the [ProgramNameLong]. I confirm that the IC has approved the slot for this selection. Please process this selection at your earliest convenience via the RTO application system at: <https://www2.training.nih.gov/xfer/rnu> .

Application Number: [Application No.]
Applicant Name: [FName] [LName]
Applicant Email: [applicant@server.com]

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

Thank you,

[RTO UserFName] [LName]
Phone: [(999) 999-9999]
Email: [user@server.gov]

37. NIHAC Acceptance: Action Requested: [ProgramNameShort] candidate withdrawal request for [AppFName] [AppLName]

From: TrainingWWW@mail.nih.gov

To: investigator@email.address

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

ACTION REQUIRED by OITE 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 by:

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

Phone: PHONE

Email: EMAIL-ADDRESS

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

From: TrainingWWW@mail.nih.gov
To: coordinator@email.address
Subject: Update: [AppFName] [AppLName]'s acceptance to the [ProgramNameShort] has been cancelled.

Dear [RTO UserFName] [LName],

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

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

This action was taken on [ActionDateTime] by:

[RTO UserFName] [LName] ([UserRole])
Phone: [(999) 999-9999]
Email: [user@server.gov]

39. NIHAC Acceptance: Your [ProgramNameShort] application has been archived.

From: TrainingWWW@mail.nih.gov
To: applicant@email.address
Subject: Your [ProgramNameShort] application has been archived.

Application No.: [Application No.]

Dear [FName],

This confirms your application to the [ProgramNameLong] has been archived. As a result, your application has been removed from the pool of current applications and is no longer be available for review by NIH investigators.

Your application has been archived for one of the following reasons:

- ~ The application was submitted more than one-year ago
- ~ You are no longer eligible for the program based on your bachelor's degree date
- ~ You are no longer eligible for the program based on your master's degree date

If you believe your application was erroneously archived, contact the OITE at your earliest convenience: PBP@nih.gov.

If you are currently participating in the [ProgramNameLong] it's likely your application was not officially accepted within the NIH-AC system, therefore contact the OITE at your earliest convenience so our records may be updated.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Regards,
[ContactSignatureTextBlock]

40. FARE: Application Confirmation

From: TrainingWWW@nih.gov
To: applicant@email.address
Subject: FARE 2027 application confirmation

Thank you for submitting an abstract to the FARE 2027 competition. Please save this message for your records.

Your mentor must approve your abstract to complete your application. We have sent instructions to your mentor to review your abstract. Your participation in this event is contingent upon your mentor's approval of your abstract by 18 March 2026 at Noon ET. You will be notified by email once your mentor approves or rejects your abstract. Note: IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR MENTOR RECEIVES THE EMAIL REQUEST FOR APPROVAL OF YOUR ABSTRACT AND TAKES FINAL ACTION ON YOUR ABSTRACT BY THE DEADLINE. If you learn that your mentor did not receive the request for approval, you can resend the message via the Modify Application tool. See below for instructions.

An abstract CANNOT be modified once it is approved, no exceptions.

If your mentor rejects your application, DO NOT submit a new application. Instead, modify your abstract and resubmit it for your mentor's approval by following the instructions below. In any case, your mentor must take final action on your abstract by the deadline. Abstracts that have not been approved by then will be removed from the competition and will not receive further consideration. Contact your mentor directly if you have any questions regarding the approval of your abstract.

To modify your application or resend the email request for approval to your mentor, go to <https://www2.training.nih.gov/transfer/fareapp> and enter your NIH Login credentials or log in using smartcard authentication.

If you need to resend the request for approval to your mentor, follow these 4 steps:

1. Log on to the Modify Application tool.
2. Scroll down to section 4, Mentor Information, and click on the "Resend Email" checkbox.
3. Click on the "Preview" button at the bottom of the page.
4. Click on the "Save" button at the bottom of the Preview page. Note: If you do not click "Save," the message will *NOT* be sent.

You must meet all eligibility criteria for participation in the FARE competition. For more information, see <https://www.training.nih.gov/felcom/fare/faqs>.

All approved abstracts will be reviewed in one of the study sections. Three postdoctoral fellows/graduate students and two tenured/tenure-track scientists and/or staff scientists will review each abstract. Fellows whose abstracts are in the top 25% of their study section will receive a FARE award. The names of the winners will be announced by July 2026.

If you have any questions regarding the FARE application process, please email us at FARE@mail.nih.gov.

Thank you for applying,

FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

41. FARE: Mentor Request

From: TrainingWWW@nih.gov
To: investigator@email.address
Subject: FARE 2027 mentor request

Dear Dr. varMentorLName:

One of your fellows, APPLICANT-NAME, is seeking your approval to participate in the NIH Fellows Award for Research Excellence (FARE) 2027 competition. Recipients of a FARE award receive a \$1,500 travel stipend to present their research at a scientific meeting during fiscal year 2027 (1 October 2026 through 30 September 2027). Participation in this competition requires mentor approval by 18 March 2026 at Noon ET.

You'll need the following information to review your fellow's abstract. Note: These login credentials are valid for ONE USE ONLY and, if unused, will automatically expire by DATE at Noon ET.

Go to: <https://www2.training.nih.gov/transfer/farementor>
Login name: applicant@email.address
Passcode (case sensitive): PASSCODE

Take into consideration the following while making your decision to approve or reject your fellow's participation:

- 1) The eligibility requirements for the FARE competition.
- 2) The merits of the abstract that your fellow has submitted.

You can find details regarding the FARE competition, including eligibility requirements, submission dates, application process, etc., at <https://www.training.nih.gov/felcom/fare/faqs>.

You have until the deadline to take final action on this abstract. Abstracts that have not been approved by then will be removed from the competition and will not receive further consideration. Please contact your fellow directly to discuss issues regarding the approval of the abstract.

An abstract CANNOT be modified once it is approved. If you find your fellow's abstract to be unsatisfactory for any reason, please REJECT it as soon as possible, affording your fellow time to make the necessary changes and resubmit the abstract for your approval before the deadline.

If you have any questions regarding the approval process, contact us by email at FARE@mail.nih.gov.

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

42. FARE: Competition Rejection - <varFName> <varLName> (to mentor)

From: TrainingWWW@nih.gov

To: investigator@email.address

Subject: FARE 2027 Competition Rejection – APPLICANT-NAME

Dear Dr. varMentorLName:

This message confirms your rejection of APPLICANT-NAME FARE 2027 abstract, "varAbstractTitle."

Your fellow may revise this abstract and resubmit it for your consideration at any time prior to the deadline for mentor approval, DATE at Noon ET. If you have any feedback for your mentee regarding the reason(s) for rejection and/or revisions necessary before approval will be possible, please discuss this information with your mentee.

Thank you for your time,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

43. FARE: Competition Approval - <varFName> <varLName> (to mentor)

From: TrainingWWW@nih.gov

To: investigator@email.address

Subject: FARE 2027 Competition Approval – APPLICANT-NAME

Dear Dr. varMentorLName:

This message confirms your approval of APPLICANT-NAME FARE 2027 abstract. The application has been entered into our database to be considered for a FARE award. We will contact participants with the competition results by DATE.

The passcode we provided is no longer valid.

Thank you for your time,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

44. FARE: Competition Mentor Rejection - APPLICANT-NAME (to applicant)

From: TrainingWWW@nih.gov

To: applicant@email.address

Subject: FARE 2027 Competition Mentor Rejection – APPLICANT-NAME

Dear APPLICANT-NAME:

This is to inform you that your mentor has rejected your abstract for the FARE 2027 competition. If you still wish to be considered for the competition, DO NOT submit a new application. Instead, please modify your current application and resubmit your abstract for your mentor's approval by following the instructions below.

Your mentor must take final action on your abstract by DATE at Noon ET. Abstracts not approved by then will be removed from the competition and will not receive further consideration. Contact your mentor directly if you have any questions regarding your abstract.

To modify your application, go to <https://www2.training.nih.gov/transfer/fareapp> and enter your NIH Login credentials or log in using smartcard authentication.

IMPORTANT: To ensure your mentor receives notification that you have modified your abstract, you must: (1) click on the "Resend Email" checkbox before modifying your abstract, and (2) click the "Save" button after previewing your modified application. If you do not click "Save," the message will NOT be sent.

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

45. FARE: Competition Mentor Approval - Dr. Mentor-LastName (to applicant)

From: TrainingWWW@nih.gov

To: applicant@email.address

Subject: FARE 2027 Competition Mentor Approval – APPLICANT-NAME

Dear APPLICANT-NAME:

This is to inform you that your mentor has approved your abstract for the FARE 2027 competition. Your abstract has now been entered into our database to be considered for a FARE award. We will contact you with the competition results by July 2026.

An abstract CANNOT be modified once it is approved.

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

46. FARE: Mentor Account Information (Passcode reminder)

From: TrainingWWW@nih.gov
To: investigator@email.address
Subject: FARE Mentor Account Information

Dear Dr. varMentorLName:

This email contains your passcode(s) to the FARE mentor site.

=====

Important:

Please DO NOT share the login information below with the applicant, as it gives the user the ability to access the approval site.

Also, please note that the deadline for submitting approvals is DATE at Noon ET. We will not accept approvals after that time.

=====

To submit your approval(s), please go to <https://URL-ADDRESS/FAREmentor> and enter the login information below. Note: If you have multiple passcodes, you will have to log in multiple times -- once for each evaluation you wish to submit -- using the appropriate passcode each time. We recommend that you copy and paste your passcode into the login page, to avoid typographical errors.

Login name: investigator@email.address

Passcode for pending evaluation(s) (listed below):

APPLICANT-NAME- Passcode: PASSCODE

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov>

47. FARE: Mentor Account Locked

From: TrainingWWW@nih.gov
To: investigator@email.address
Subject: FARE Mentor Account Locked

Dear Dr. varMentorLName:

This email is to notify you that, due to multiple failed login attempts, we have locked your FARE mentor account. This is a security measure designed to prevent unauthorized access to the FARE mentor site.

Your account will automatically unlock in 15 minutes. Please try again after 15 minutes.

The deadline for submitting approvals is DATE at Noon ET. We will not accept approvals after that time.

If you have forgotten your passcode, you may (once your account is unlocked) request a new passcode. To do so, please go to the login page, <https://wingserver/transfer/FAREmentor> , and use the Passcode Reset tool.

This is the only email notification you will receive regarding this lockout. Subsequent attempts to log in will not generate an email message.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

Regards,
NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov>

48. FARE: Mentor Account – Unlocked

From: TrainingWWW@nih.gov
To: investigator@email.address
Subject: FARE Mentor Account - Unlocked

Dear Dr. varMentorLName:

This is to notify you that we have unlocked your FARE mentor account.

To review and approve or reject your mentee's abstract, please go to <https://www2.training.nih.gov/transfer/farementor> and enter the login information provided previously. If you do not remember your passcode(s), please go to the login page and use the passcode reset tool.

Should you have any questions, please reach out to us via email. Our team responds to inquiries Monday through Friday, between 9:00am and 5:00pm ET

NIH Office of Intramural Training & Education
Email: TrainingWWW@mail.nih.gov
Website: <https://www.training.nih.gov>

49. FARE: Mentor Deadline (REMINDER)

From: TrainingWWW@nih.gov
To: investigator@nih.gov
Cc: applicant@email.address
Subject: FARE 2027 mentor deadline

Dear Dr. varMentorLName:

We would like to remind you to complete the approval/rejection process for FARE applicant FIRSTNAME-LASTNAME.

The deadline for approving abstracts is DATE at Noon ET. Abstracts not approved by then will be removed from the competition and will not receive further consideration.

An abstract CANNOT be modified once it is approved. Therefore, if you find your fellow's abstract unsatisfactory for any reason, please REJECT it as soon as possible, so your fellow can make the necessary changes and resubmit the abstract for your approval before the approval deadline.

If you have forgotten your login credentials, please ask your fellow to resend the request for approval using the Modify Application tool. If you have any question regarding the approval process, please contact us by email at FARE@mail.nih.gov.

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

50. FARE: Prospective Judge Registration Confirmation

From: TrainingWWW@nih.gov
To: judge@email.address
Subject: FARE Prospective Judge Registration Confirmation

Dear Dr. JUDGE-NAME,
Thank you for volunteering to be a judge for this year's FARE competition. The judging process will be conducted online via the FARE 2027 website. You will be receiving your study section assignment as well as instructions for judging in the next few weeks. Abstract submission is open until DATE at Noon ET. Mentors will then have until DATE at Noon ET to accept or reject their fellows' abstracts. Judging of the abstracts is done online and will commence on DATE at TIME ET and end at DATE at TIME ET.

Below is the information you provided via the FARE judge registration site. Please review the information for accuracy:

Name: JUDGE-NAME
Registrant type: REGISTRATION-TYPE
Status: Applicant in current FARE

Institute/Center: INSTITUTE-CENTER
Email address: EMAIL@nih.gov
Phone number: PHONE-NUMBER

Study section preferences:
First choice: STUDY-SECTION-1
Second choice: STUDY-SECTION-2
Third choice: STUDY-SECTION-3

Preferred judge role: JUDGE-ROLE

Are you an author on an abstract that has been (or will be) submitted for the current FARE competition: YES/NO

Date and time registered: DATE TIME

If any of the above information is incorrect, please notify us by email at FARE@mail.nih.gov.

We look forward to working with you.

Sincerely,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

51. FARE: Awards Judge Account Information

From: TrainingWWW@nih.gov
To: judge@email.address
Subject: NIH FARE Awards Judge Account Information

Dear Dr. <Judge Last Name>,

Thank you for agreeing to be a judge for the FARE 2027 Travel Award Competition. As in previous years, all judging for FARE 2027 will be done online. As a judge, you are expected to score the abstracts assigned to your study section objectively and confidentially.

Each study section comprises five reviewers (three postdoctoral fellows/graduate students and two tenured/tenure-track scientists and/or staff scientists/clinicians). One judge in each study section is designated as Chief Judge. The Chief Judge is responsible for ensuring the study section evaluations are completed in the allotted time period.

The deadline for completing abstract judging is DATE at Noon ET.

Report any conflicts of interest to the committee by DATE at Noon ET.

Below, you will find information pertaining to your study section assignment, judge status, Web resources for general details about FARE, the Judge's Manual, contact information for questions regarding judging, as well as the names, email addresses, and status levels of the other judges assigned to your study section. Take the time to read the Judge's Manual carefully prior to scoring, as it provides directions for using the online judging tools and for handling conflicts of interest.

General information about FARE: <https://www.training.nih.gov/felcom/fare/faqs>
Judge's Manual: <http://www2.training.nih.gov/faremanual/>

Your Account Type: <Judge Type>
Your Level: <Judge Level>
Your Status: <Status>
Your Study Section: <Study Section>

You have been designated as the Chief Judge for your study section. As such, you will be expected to monitor the progress of the other four judges, schedule meetings of the study section, and help the group achieve consensus regarding the top 25% of the abstracts that are being reviewed. In addition, you will be called upon to facilitate the selection of two 'alternate abstracts' which would move up to 'winner' status in the event that one or two of the winners of your section prove to be ineligible. The winning abstracts and the two alternate abstracts must be ranked in order.

To access the Judge's site, go to <https://www2.training.nih.gov/transfer/farejudge> and enter your NIH Login credentials or log in using smartcard authentication.

Other judges assigned to your study section:
<Other Judges List>

If you have any questions, please contact us at FARE@mail.nih.gov.

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

52. FARE: Prospective Judge registration update

From: TrainingWWW@nih.gov
To: judge@email address
Subject: FARE Prospective Judge registration update

Dear JUDGE-NAME:

Thank you for volunteering to serve as a judge for this year's FARE competition. We have assigned as many judges as are required to the study section(s) for which you registered, so we will have to decline your kind offer to help.

If you would still like to serve as a judge and are willing and able to evaluate work in the following study sections, please let us know by emailing FARE@mail.nih.gov. The study sections for which we still need judges are as follows:

STUDY-SECTION-1
STUDY-SECTION-2
STUDY-SECTION-3
STUDY-SECTION-4
....<LIST OF STUDY SECTION...>

Thank you for your interest in FARE.

FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

53. FARE: Alternate Judge information

From: TrainingWWW@nih.gov
To: judge@email.address
Subject: FARE Alternate Judge information

Dear Dr. <Judge Last Name>,

Thank you for agreeing to be an ALTERNATE judge for the FARE 2027 Travel Award Competition. Alternate judges are granted READ-ONLY access to the abstracts in the study section. Should an active judge deem an abstract to be a conflict of interest, you may be assigned the abstract in question. At that time, you will receive further instructions on logging into the FARE 2027 judging site. Please read further for general information on the judging process.

As in previous years, all judging for FARE 2027 will be done online. If called upon to judge any abstracts, you will be expected to score the abstracts objectively and confidentially.

Each study section comprises five reviewers (three postdoctoral fellows/graduate students and two tenured/tenure-track scientists, staff scientists, or staff clinicians). One judge in each study section is designated as Chief Judge. The Chief Judge is responsible for ensuring the study section evaluations are completed in the allotted time period.

Complete login information will be sent to you if you are assigned a specific abstract to rate.

Your Status: <Status>
Your Study Section: <Study Section>

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

54. FARE: Judge Abstract Assignment

From: TrainingWWW@nih.gov
To: judge@email.address
Subject: NIH FARE Judge Abstract Assignment

Dear Dr. <Judge Last Name>,

You have been assigned one or more FARE abstracts to rate. Please log into the FARE 2027 judge site and submit your ratings.

The deadline for completing abstract judging is DATE at Noon ET.

Report any conflicts of interest to the committee by DATE.

Recognition of the author based on the abstract's content or feeling that you cannot judge an abstract objectively for any reason constitutes a conflict of interest (COI). Report any COI to your Chief Judge and the FARE committee (FARE@mail.nih.gov).

To submit your rating, go to <https://www2.training.nih.gov/transfer/farejudge> and enter your NIH Login credentials or log in using smartcard authentication.

You will find more information on the judging process -- including abstract scoring criteria and the FARE Judge's Manual -- on the above site.

Thank you,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

55. FARE: Competition - Congratulations

From: TrainingWWW@nih.gov
To: applicant@email.address
Subject: FARE 2027 Competition - Congratulations

Dear <varPrefix> <varLName>:

Congratulations! You are a WINNER of the Fellows Award for Research Excellence (FARE) 2027 competition. Your abstract was deemed outstanding based on scientific merit, originality, experimental design and overall quality and presentation.

The 2026 Research Festival has undergone some changes. More info will be provided in mid-summer.

The FARE 2027 Award is \$1,500 that you may use to attend and present your work at a scientific meeting within the United States*. Your FARE 2027 travel award must be used during fiscal year 2026: DATE through DATE. This year we have distributed ARE Travel Awards to the top 25 percent of all applicants. For more information on how to use your award, please see: <https://www.training.nih.gov/felcom/fare/> . Additional questions should be addressed to your Scientific Director.

We know the pandemic has altered travel a lot. Many Institutes/Centers are giving flexibility for the FARE award. Please contact your Training Directors for more information specific to your IC: https://www.training.nih.gov/ic_contacts

NIH and HHS travel regulations and approvals still apply when using your award. It is routine that requests to attend a meeting should be submitted to NIH and HHS via your Administrative Officer (AO) at least six months prior to your meeting. You and your PI should strategize early what meetings would be beneficial to present your data.

Finally, abstracts will be published on the OITE website. Please note that this may constitute a public disclosure which can impact the ability to obtain patent protection.

IF YOU INDICATED 'YES' ON THE FARE APPLICATION BUT WOULD LIKE TO REVOKE PERMISSION TO PUBLISH YOUR ABSTRACT, PLEASE INFORM THE FARE COMMITTEE AS SOON AS POSSIBLE. Email FARE@mail.nih.gov no later than September 1st, 2026. An absence of response will be considered approval to accept your initial response in your FARE application.

Congratulations!

Sincerely,
FARE 2027 Committee

*International Meetings are only supported if approved by the SD.

*The FARE award represents recognition by NIH of the high quality of their abstract.

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

56. FARE: Competition – Results

From: TrainingWWW@nih.gov
To: applicant@email.address
Subject: FARE 2027 Competition - Results

Dear FARE applicant:

Thank you for participating in the Fellows Award for Research Excellence (FARE) 2027 competition. Although the quality of your abstract was noted by the judges, we regretfully inform you that your abstract was not selected for an award this year. As in previous years, we distributed FARE awards to twenty-five percent of the applicants. We appreciate your participation and encourage you to try again during the FARE 2028 competition.

Sincerely,
FARE 2027 Committee

FARE 2027 is sponsored by the NIH Fellows Committee and the NIH Office of Intramural Training & Education and is funded by the Scientific Directors.

57. CMS Event Registration

FROM: NIH OITE<no-reply@training.nih.gov>
TO: registrant@email.address
ATTACHMENTS: event.ics

Dear FIRST-NAME,

You have successfully registered for "EVENT-NAME".

Event details

Date: MONTH DAY, YEAR

Time: START-TIME – END-TIME ET

At the time of the event you may join online via: URL-ADDRESS

Visit your dashboard to view and manage your registration: URL-ADDRESS-2

Best regards,
OITE Website Team

National Institutes of Health (NIH)
Office of Intramural Training & Education (OITE)
Website: <https://training.nih.gov>

58. LMS Course Registration

Subject: Reminder: Live Session on Teaching Statements
Date: DATE-TIME
From: OITE-LMS@nih.gov
To: registrant@email.address

NIH - Office of Intramural Training & Education
Session Reminder

Hello FirstName LastName,

A session for the course, COURSE-TITLE is scheduled for DATE TIME at Meeting Room (link).

Please ensure that session arrangements are in order.

Account URL: <https://learningmanagervgov.adobe.com/NIHOITE>

Thank you,
OITE Learning Manager Team

National Institutes of Health (NIH)
Office of Intramural Training & Education (OITE)
Website: <https://training.nih.gov>