**NIH Cover Letter Template**

*The cover letter is a supplementary document that is strongly encouraged for applications directed to the National Institutes of Health (NIH). This document is an opportunity for the applicants to request peer reviewers from NIH Institutes/Centers and Scientific Review Groups that align with their research interests. While NIH does not designate a page limit for the cover letter, the NIH SF424 guidelines do provide specific formatting that applicants should adhere to as they write and prepare to submit their grant packages. The template below may provide a helpful starting point; however, please refer to the specific instructions of the NIH* [*SF424 guidelines*](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf) *to ensure that you are addressing all the required elements for your specific application. Additionally, please note that specific types of applications, such as resubmissions, have specific requirements for what a cover letter must contain.* ***If a specific program solicitation provides guidance on preparation of the cover letter, such guidance must be followed****; if guidance specific to the program is not provided, the requirements in the NIH SF424 application guidelines apply.*

*Applicants are encouraged to use the following format when assignment requests are contained in a cover letter:*

* List one request per line.
* Place Institute/Center (IC) and Scientific Review Groups (SRG) review requests (if both are made) on separate lines.
* Place positive and negative requests (if both are made) on separate lines.
* Include name of IC or SRG, followed by a dash and the acronym. Do not use parentheses.
* List disciplines involved if multidisciplinary.
* Provide explanations for each request in a separate paragraph.
* Indicate you have agency approval documentation for the type of application submitted if required.

**Example template (Please note all items below may not be applicable.)**

Application title

Funding Opportunity Announcement number

Please assign this application to the following:

Institute/Centers

National Cancer Institute — NCI

National Institute for Dental and Craniofacial Research — NIDCR

Scientific Review Groups

Molecular Ontogenesis Study Section — MONC

Cancer Etiology Study Section — CE

Please do not assign this application to the following:

Scientific Review Groups

Cancer Genetics Study Section — CG

The reasons for this request are [provide a narrative explanation for the request(s)].