

Office of Research and Sponsored Programs

1324 W. WISCONSIN AVE

HOLTHOUSE HALL, 341

414 288 7200

www.marquette.edu/orsp

NIH Cover Letter Format Guidance

April 2016

Attach the cover letter, addressed to the Division of Receipt and Referral, in accordance with the announcement and/or the agency specific instructions.

Applicants are encouraged to include a cover letter with the competing application. Please attach the cover letter in the correct location, specifically verify that the cover letter has not been uploaded to the pre application field which is directly above the cover letter field. This will ensure the attachment is kept separate from the assembled application in Commons and only made available to appropriate staff.

A cover letter should not be included with post award submissions such as administrative supplements, change of grantee institution, or successor interest. The cover letter is only for internal use and will not be shared with peer reviewers. The letter should contain any of the following information that applies to the application:

- x Application title.
- x Funding Opportunity (PA or RFA) title of the NIH initiative.
- x Discipline involved, if multidisciplinary.
- x Continuous submission. Indicate that you are a member of an NIH study.

