

National Institutes of Health Cover Letter

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

The Division of Receipt and Referral
Center for Scientific Review
6701 Rockledge Drive MSC 7720
Bethesda, MD 20892-7720

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.

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:

1. Application title.
2. Funding Opportunity (Program Announcement (PA) or Request for Application (RFA)) title of the NIH initiative.
3. For late applications (see [Late Application policy](#)) include specific information about the timing and nature of the cause of the delay.
4. When submitting a Changed/Corrected Application after the due date, a cover letter is required explaining the reason for late submission of the Changed/Corrected Application. If you already submitted a cover letter with a previous submission and are now submitting a late Changed/Corrected Application, you must include all previous cover letter text in the revised cover letter attachment. The system does not retain any previously submitted cover letters; therefore, you must repeat all information previously submitted in the cover letter as well as any additional information.
5. Explanation of any subaward budget components that are not active for all periods of the proposed grant [Section G.240 - Senior/Key Person Profile \(Expanded\) Form](#).
6. Statement that you have attached any required agency approval documentation for the type of application submitted. This may include approval for applications \$500,000 or more, approval for Conference Grant or Cooperative Agreement (R13 or U13), etc. It is recommended that you include the official communication from an NIH official as part of your cover letter.
7. When intending to submit a video as part of the application, the cover letter must include information about the intent to submit it; if this is not done, a video will not be accepted. See [NOT-OD-12-141](#) for additional information.
8. Include a statement in the cover letter if the proposed studies will generate large-scale human or non-human genomic data as detailed in the NIH Genomic Data Sharing Policy ([NOT-OD-14-11](#) and [NOT-OD-15-027](#)).

Note: The listed requirements are based on the SF424 (R&R) updated March 25, 2016. The Grants Hub staff aims to keep all of their resources up to date, but make sure to double check that there aren't new requirements for NIH cover letters.



Additional Instructions for Career Development

Mentored CDA must include a cover letter that contains a list of Referees (including name, departmental affiliation, and institution). The cover letter is only for internal use and will not be shared with peer reviewers. Applicants for independent CDAs are encouraged to include a cover letter with the application.

Additional Instructions for Fellowships

Individual fellowship applicants must include a cover letter that contains a list of Referees (including name, departmental affiliation, and institution). The cover letter is only for internal use and will not be shared with peer reviewers.

Assignment Requests

Under prior guidelines, the PI would list specific assignment or review requests on the cover letter. However, that information is now entered in the [PHS Assignment Request Form](#) in the application package and should no longer be included on the cover letter.

Helpful Resources

[Create a Cover Letter – National Institutes of Allergy and Infectious Diseases \(NIAID\)](#)

