

The following suggested template contains sections that are not applicable to all (or even most) applications. Note that each request should be made in a separate paragraph.

Re: Application title  
Funding Opportunity Announcement (FOA) number:

To Whom It May Concern:

I am pleased to submit the above-titled [new/renewal/corrected] application for [short description of the project].

[If it is a corrected application, include a discussion of the correction here, including the grants.gov number and date/time of initial submission.]

Please assign this application to the following:

Institutes/Centers  
National NCI – NCI  
National Center for Research Resources – NCRR  
Scientific Review Groups

Molecular Oncogenesis 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 brief explanation].

I respectfully request that this application not be reviewed by the following individuals (competitors; those in which you have a long-term scientific feud; those having a conflict of interest):

John Doe (which whom I have been embroiled in a long-term scientific dispute, as evidenced by [cite any back-and-forth editorial letters, etc., if possible]).

Sally Smith (explain conflict of interest)

This application involves the discipline(s) of [list here], and reviewers should have the following scientific/technical competencies:

As this application involves [a budget exceeding \$500K or a GWAS], documentation of the required agency prior approval is included.

As this application is for a [R13/U13] conference award; documentation of required agency prior approval is included.

This application is being submitted late/as a continuous submission because [briefly explain why your application is late, but should be accepted anyway]/[ for continuous submission applicants, specify what reviewer group/session you serve on, give the dates of service, and state that you qualify for nonstandard submission date].

I appreciate your consideration of this application and these requests.

Sincerely,