# **NIH Cover Letter Guidelines and Template**

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***Guidelines***

1. *Cover letters should ONLY be used for:*
   1. *Late applications (specific rules apply)*
   2. *Changed/Corrected Applications after due date (rules apply)*
   3. *Explanation of inconsistent budget issues*
   4. *Statement of agency approval for budget overages, etc.*
   5. *Video Submissions*
   6. *Statement about generating large scale genomic data (per* [*NIH Genomic Data Sharing Policy*](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-124.html)*)*

***Note****: Cover Letters are used for internal purposes and not shared with reviewers*

***Note****: DO NOT use Cover Letters to request Specific Study Sections (see* [*Assignment Request Form*](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.600-phs-assignment-request-form.htm)*)*

**[PUT ON PI’s OFFICIAL LETTERHEAD]**

[**INSERT DATE**]

[**INSERT PROGRAM OFFICER SIGNATURE BLOCK**]

RE: FOA #:       FOA TITLE:

Dr.      ,

*[INSERT DETAILS REGARDING WHY YOU ARE SUBMITTING THE COVER LETTER – Choose from the following:]*

## Types of Cover Letters

## ***Late applications***

* Include specific information about the timing and nature of the delay.
* See Late Application policy on NIH's [Application Submission Policies](http://grants.nih.gov/grants/funding/submissionpolicies.htm).

## ***Changed/Corrected Applications***

* For changed/corrected applications submitted after the due date, a cover letter is required, and it must explain the reason for late submission of the changed/corrected applications.

**Note:** If you already submitted a cover letter with a previous submission and are now submitting a late change/corrected application, you must include all previous cover letter text in the revised cover letter attachment.

## ***Explanation of inconsistent budget issues***

* Explanation of any subaward budget components that are not active for all budget periods of the proposed grant

## ***Statement of agency approval for budget overages, conference grants, or clinical trials planning and implementation awards***

* Statement that you have attached any required agency approval documentation for the type of application submitted. It is recommended that you include the official communication from an NIH official as part of your cover letter attachment.
* Agency approval documentation approval is needed for:
* Grants requesting $500,000 or more in direct costs for any year.
* Conference grants (R13 or U13).
* Investigator-initiated clinical trial planning and implementation awards.

## ***Video Submissions***

* 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, the video will not be accepted.
* See NIH Guide Notice on the [Interim Guidance for Videos Submitted as NIH Application Materials](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-141.html)for additional information.

## *Statement about generating large scale genomic data*

* 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.
* See the NIH Guide Notices on the [Implementation of the NIH Genomic Data Sharing Policy](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-111.html) and [Reminder about the Implementation of the Genomic Data Sharing Policy](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-027.html).

Sincerely,

[**INSERT SIGNATURE BLOCK OF CONTACT PI**]