

## Completing the PHS398 Components

### PHS 398 Cover Letter

OMB Number: 0925-0001  
Expiration Date: 9/30/2007

\*Mandatory Cover Letter Filename:

*Read the FOA to determine if this is required. If an application is submitted to NIH via Grants.gov and UM receives notice that there are errors to correct, then the PI will need to generate this letter, correct the errors in the package, upload to ORAA's website and ORAA will resubmit the application. This file should be in PDF format.*

#### Cover Letter File Name

Read the FOA to determine if the cover letter is required.

The cover letter is only for internal agency 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. PA or RFA title, if you are responding to an NIH initiative.
3. Request of an assignment (referral) to a particular awarding component(s) or Scientific Review Group (SRG). The PHS makes the final determination.
4. List of people (e.g., competitors) who should not review your application and why.
5. Disciplines involved, if multidisciplinary.
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.

Two types of approval documentation are cited as examples in item 6 above: NIH IC approval for an application \$500,000 or more and NIH institute approval for a Conference Grant or Cooperative Agreement application (R13 or U13). To attach the approval documents to this submission, please append those referenced documents to your Cover Letter File, and upload as one attachment.

For late applications, include an explanation of the delay as part of the cover letter attachment.

When submitting a Changed/Corrected Application, a cover letter is required explaining the reason for the Changed/Corrected Application. If you already submitted a cover letter with a previous submission and are now submitting a 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 until after an application is verified; therefore, you must repeat all information previously submitted in the cover letter as well as any additional information.

Save this information in a single file in a location you remember and convert the file to PDF.

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