October 18, 2016

National Institutes of Health

Division of Receipt and Referral (DRR)

9000 Rockville Pike

Bethesda, Maryland 20892

**Application for the [program name] Grant Program (R01) RFA-PA-16-083 [add correct PA number]**

Dear Colleagues:

It is with great enthusiasm that we submit this grant proposal entitled, ‘[title]’ for consideration under the [program name] Grant Program (R01) RFA-PA-16-083 [add correct PA number]. We have discussed this proposal with Program Officer, Dr. [name], Ph.D., and she has indicated that our proposal may be submitted to this NIEHS-specific program.

This proposal meets all four mandates of the [detail program priorities/objectives], as outlined in our research narrative. Further, it is fully responsive to the RFA, being related to [topic] and by addressing the resulting human health risk, being highly meritorious and interdisciplinary in terms of science, being problem-based and solution-oriented, and being responsive to the needs of key stakeholders including [revise paragraph to fit objectives of grant].

Please assign this application to the following:

**Institutes and Centers**:

National Institute of Environmental Health Sciences [add appropriate center or institute]

**Scientific Review Groups**:

As appropriate. We suspect that this will be NIEHS Special Emphasis Panel, ZES1

**Conflicts of Interest:**

 None

**Reviewers to Exclude:**

None

We would like to thank the NIEHS staff and reviewers of this proposal for their time and efforts on our behalf.

Sincerely,

[digital signature]

Dr. [name]

Title, Department, University