

October 23, 2021

National Institutes of Health (NIH)

9000 Rockville Pike

Bethesda, Maryland 20892

**Application for the NIH Research Grant Program (Mechanism Name)**

To Whom It May Concern:

I am pleased to submit a grant proposal with the title “**Application Title**” for consideration under the NIH Research Grant Program **(Mechanism Name)** with PA number **PA-XX-XX,** as discussed with **Program Officer Name**.

Please assign this application to the following:

**Institutes/Centers**

***Eunice Kennedy Shriver* National Institute of Child Health and Human Development – NICHD  
National Institute on Aging – NIA**

**Scientific Review Groups**

**Social Sciences and Population Studies Study Section – SSPS  
Health, Behavior and Context Study Section – HBC**

Please do **not** assign this application to the following:

**Scientific Review Groups**

**Cancer Genetics Study Section – CG**

The reasons for this request are **[provide a narrative explanation for the request(s)]**.

List of individuals (e.g., competitors) who **should not** review the application and why.

Disciplines involved, if multidisciplinary.

Statement that required NIH approval documents are included (e.g., budget over $500K/year; approval for conference grant proposal; cooperative agreement, etc.)

For late applications - if applicable, include explanation of the delay as part of the letter.

This project is in alignment with the mission of the **[relevant institute]** (e.g., this proposal is on migration and migration is listed as one of DBSB's areas on the Web site).

I have spoken about this project with **[Program Officer Name].**

Thank you very much for your consideration.

Sincerely,

**First and Last Name of PI**

**Title**