Mentor - Registration Letter

- Subject = WHK SIP Mentor Registration Confirmation
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName},

Thank for registering for the Werner H. Kirsten Student Intern Program (WHK SIP). Your registration has been received.

To review or edit your registration, please visit the WHK SIP mentor web site at http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/.

Please Note: The WHK SIP Job Profile Questionnaire is due to EHS by {EHSDueDate}. You can answer the questionnaire here: https://ncifrederick.cancer.gov/Careers/Student_programs/Internships/Sip/Media/Documents/Mentor_JPQ_Oct_2018.pdf Please send your completed questionnaire to WHK_JPQ@sp16prd1mail.cit.nih.gov

If you have any technical questions, please feel free to contact to WHK SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

User - New Role Letter

- Subject = WHK Student Intern Program Access Granted
- Words in Brackets = System will replace with current data- (Admin or Co-Mentor)

Dear {NewRoleName},

{MentorName} or his/her Delegate has selected you to be his/her {PositionTitle} for this years Werner H. Kirsten Student Intern Program (WHK SIP) registration cycle.

In order to view {MentorName}'s online WHK SIP registration please login at the following website:

http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/.

Sincerely,

Werner H. Kirsten Student Intern Program Team

Mentor - Removal Letter

- Subject = WHK SIP Mentor Removal
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName},

Thank you for your previous participation in the Werner H. Kirsten Student Intern Program (WHK SIP). You have indicated you no longer wish to serve as a mentor for this year.

If you re-consider, you may register as a mentor again at https://ncifrederick.cancer.gov/careers/student_programs/internships/sip/Default.aspx

If you have any technical questions, please feel free to contact to WHK SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Mentor - Registration Incomplete Reminder Letter

- Subject = Reminder – WHK SIP Mentor Registration Incomplete
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName},

Thank you for your interest in the Werner H. Kirsten Student Intern Program (WHK SIP).

REMINDER: Your Mentor registration was started but has **NOT** been completed.

Registrations must be submitted by {MentorRegistrationDueDate}. To complete your registration, please go to http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/. On the last step, click "Complete Registration" to finalize your registration.

If you have any technical questions, please feel free to contact to WHK SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Mentor - Review Letter

- Subject = WHK SIP Student Review / Interview List Instructions
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName} (WHK SIP - Mentor),

Thank you again for your interest in being a Mentor for the Werner H. Kirsten Program (WHK). **Student applications are now available for your review.**

If you want to be included as a mentor for this year, **you must submit your interview list prior to COB {DueDate}.** The instructions for how to view student applications and complete your student interview selections may be found on the Mentor Review Instructions page.

Previous years' mentors, please note: the review process has changed from previous years. Due to application challenges, this year we had to utilize the OITE application system to collect WHK applications. The WHK student application review screens have been replaced with a PDF OITE application for review. Due to this, there are also less student application filters available. We apologize for the inconvenience; we hope to have all WHK application functions back in place for next year.

If you have any technical questions, please feel free to contact to WHK Webmaster at ncifwebmaster@nih.gov. For questions regarding the WHK program, please contact an Administrator at NCIFwhksip@mail.nih.gov.

Sincerely,

Werner H. Kirsten (WHK) Program Team

Mentor - Review Reminder Letter

- Subject = WHK SIP Student Application Review Deadline Approaching!
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName} ({UserRole}),

Thank you again for your interest in the 2024-2025 Werner H. Kirsten Student Intern Program (WHK SIP).

We hope that you have had an opportunity to begin reviewing student applications for the WHK SIP. Interview lists must be submitted by the end of the day on {DueDate}.

In order to give yourself an advantage in the selection process, please interview as many students as possible. Students will be notified and instructed to contact mentors directly to set up their interviews.

To make your student interview selections please follow the instructions below:

- First, login to the WHK SIP Web application: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/
- To review students select "Review Students" from the left sidebar. Follow the instructions on that page to search/sort the student list and add/remove students from your favorite list.
- To review favorites select "My Favorites" from the left sidebar. Follow the instructions on that page to sort the student list and remove students from the list as necessary.
- Once you have completed your selections and are ready to submit your favorite list for interview status, click the button marked "Submit Interview List".
- **NOTE: Co-Mentors and Authorized Users can "help" you select students by adding/removing to your favorite list from their WHK SIP accounts. However, only mentors can submit the final interview list.**
- The deadline for submitting interview lists is the end of the day on {DueDate}.

Instructions for the interview process will be sent shortly after {DueDate}.

If you have any technical questions, please feel free to contact the SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Mentor - Interview Letter

- Subject = WHK Student Intern Program Interview Instructions
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

You have selected the following students for interviews:

{StudentList}

Interview information will be emailed to the students today. I will copy you on that email so you can see what information they have been given as far as contacting mentors directly to set up their appointments. Interviews will take place from February 3 through March 20.

If for any reason you are not available during this time, we suggest that you allow a co-worker to schedule the interviews for you so that you can begin interviewing immediately upon your return. Out of office messages, with the point of contact information, should be installed on your email and on your voice greeting (telephone).

Also, please notify an Administrator at NCIFwhksip@mail.nih.gov of your absence.

When you have completed your interviews, please access the Werner H. Kirsten Student Intern Program (WHK SIP) website at http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/ and click "Rank Interviewees" on the left sidebar to prioritize your rankings of the students in the WHK SIP database. Please do not rank any student you would not like to mentor.

All rankings must be entered into the system by close of business on {DueDate} .

As you know, visitors to the NCI Campus at Frederick must report to the Protective Services Office (PSO) located in Building 426, sign-in and receive a Visitor's Badge.

Staff from PSO or the student will call the mentor after the student signs in. The mentor can either come to Building 426 and escort the student or meet the student at a designated door. We would appreciate mentors assisting students with traveling between buildings and gaining access.

ATRF interviews: students will check in at the security desk. Mentors, please greet the student at the security desk upon their arrival.

Thanks again for helping us continue this program for the students.

If you have any questions about the Werner H. Kirsten Student Internship Program, please contact an Administrator at NCIFwhksip@mail.nih.gov.

For technical questions, please contact the Werner H. Kristen Student Internship Program webmaster at ncifwebmaster@nih.gov.

Mentor - Student Interview Opt Out Letter

- Subject = WHK SIP Interview Opt Out
- Words in Brackets = System will replace with current data

Dear {MentorName},

{StudentName} has elected to opt out of your interview request via his/her WHK Student Intern Program online account. We have taken the liberty of removing {StudentName} from your online interview list.

If you believe this is in error please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Mentor - Ranking Reminder Letter

- Subject = Reminder: WHK Student Intern Program – Student Rankings
- Words in Brackets = System will replace with current data

Dear {MentorName},

This is a reminder that you will need to login to the WHK SIP website: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/ and click on the title/bullet named "Rank Students" to rank each student with 1 being your first choice, 2 your second choice, etc. Rankings must be entered by March 25, 2024. Please do not rank any student(s) with whom you would not like to work. The more students you rank, the better chance you have of getting matched with student(s).

Sincerely,

Werner H. Kirsten Student Intern Program Team

Mentor - Student Ranking Confirmation Letter

- Subject = SIP Student Ranking Confirmation
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

Thank you for submitting your Student Rankings for the Werner H. Kirsten Student Internship Program. They have been received successfully. Please keep this email for your records.

Your selections are:

Interested:

{InterestedList}

Uninterested:

{UninterestedList}

To review your account or lookup other SIP related Information go to the SIP website at: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/

If you have any questions about the Student Internship Program, please contact WHK SIP administrators NCIFwhksip@mail.nih.gov. For technical questions, please contact the Student Internship Program webmaster at ncifwebmaster@nih.gov.

Mentor - Match Letter

- Subject = Werner H. Kirsten Student Intern Program (WHK SIP) - Student Matches
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

The matching of WHK program mentors with students has been completed. Your student(s) is (are):

{StudentList}

Please **acknowledge** acceptance or rejection of your student(s) by **close of business Tuesday, April 9th. To do this, please send an email** to the WHK Administrator at NCIFwhksip@mail.nih.gov.

Students will be notified of their placement next week after all matches have been confirmed by mentors.

The students who are not selected for the 2024-2025 WHK SIP will be notified after all matches have been confirmed by both mentors and students.

Please do not contact your student(s). The students will be instructed to contact appropriate administrative staff regarding next steps.

There are a few items worth noting regarding the program:

1. The program format of 2024-2025 interns is On-site or Hybrid. Guidance for on-site and virtual requirements are provided by the NIH.
2. The start date for WHK summer interns will be Monday, June 17, 2024, with the last day of their summer internship being Friday, August 9th.
3. The start date for the school year requirement of the program will coincide with the official first day of the intern's school year and will end no later than Friday, May, 30, 2025.
4. The processing of the personnel documents will be handled by the Office of Scientific Operations.

If there are any questions regarding your match or the process, please contact the WHK program administrators at NCIFwhksip@mail.nih.gov

Thank you for all your time and effort in continuing to make this program a success.

Student – Application Incomplete Reminder Letter

- Subject = Reminder: WHK SIP Student Registration is Incomplete
- Words in Brackets = System will replace with current data

Dear {StudentFirstName} {StudentLastName},

REMINDER: Your application to the Werner H. Kirsten Student Intern Program has **NOT** been submitted. Application must be submitted by 11:59:59 PM on {StudentRegistrationDueDate}, **no exceptions.** To complete your application, please go to http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/. On the last step, click "Complete Application" to finalize your application. If you have not done this, your application **has not been submitted.**

Any application which has not been submitted in the method described above will not be considered.

Sincerely,

Werner H. Kirsten Student Intern Program Team

Student - Application Confirmation Letter

- Subject = WHK SIP Student Application Confirmation
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName},

Thank for submitting your application for the Werner H. Kirsten Student Intern Program (WHK SIP). Your application has been received successfully. To review your application, please visit the WHK SIP student web site at http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/login.aspx.

If you are selected for interview(s) you will receive an e-mail with instructions.If your e-mail address should change please e-mail the WHK SIP administrator with your new email address.

If you have any technical questions, please feel free to contact to WHK SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Teacher Recommendation Notice Letter

- Subject = Werner H. Kersten Student Intern Program – Request for Recommendation
- Words in Brackets = System will replace with current data

Dear {TeacherName},

You have been asked to provide a teacher recommendation for {StudentFirstName} {StudentLastName} who is applying to the Werner H. Kirsten Student Intern Program at the NCI-Frederick. This recommendation should be a strong, detailed recommendation describing why the student would be a good candidate for consideration.

To access the recommendation form, please go to the following address in your browser:
http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/Teacher/TeacherRecommendationForm.aspx?ac={AccessCode}

All teacher recommendations must be received by {TeacherRecommendationDueDate}. As these recommendations assist our mentors in selecting students to receive internships from the many applicants, we request your diligence in completing this recommendation.

If you have any questions about the recommendation we are requesting, please contact the Student Intern Program administrators with your questions. Should you have any technical questions, please feel free to contact the SIP webmaster.

Thank you,

Werner H. Kirsten Student Intern Program Staff

Student - Teacher Recommendation Reminder Letter

- Subject = Teacher Recommendation Requested – WHK Student Internship Program
- Words in Brackets = System will replace with current data

Dear {StudentFirstName} {StudentLastName},

When completing your WHK SIP application you selected {TeacherName} to complete a recommendation on your behalf. The deadline for submitting teacher recommendations is {TeacherRecommendationDueDate} and {TeacherName} has yet to complete your recommendation.

Failure to submit your recommendation will result in your disqualification from the program.

Please contact {TeacherName} and remind him/her to submit their recommendation on your behalf.

If you have any questions about the recommendation process, please contact the WHK Student Intern Program administrators with your questions. Should you have any technical questions, please feel free to contact the WHK SIP webmaster.

Thank you,

Werner H. Kirsten Student Intern Program Staff

Teacher - Recommendation Reminder Letter

- Subject = REMINDER: Werner H. Kersten Student Intern Program – Request for Recommendation
- Words in Brackets = System will replace with current data

Dear {TeacherName},

The deadline for submitting teacher recommendations is {TeacherRecommendationDueDate}. Failure to submit the requested recommendation for {StudentFirstName} {StudentLastName} will result in the his/her disqualification from the program.

You have been asked to provide a teacher recommendation for {StudentFirstName} {StudentLastName} who is applying to the Werner H. Kirsten Student Intern Program at the NCI-Frederick. Your recommendation has **NOT** been received yet.

To access the recommendation form, please go to the following address in your browser:
http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/Teacher/TeacherRecommendationForm.aspx?ac={AccessCode}

If you have any questions about the recommendation we are requesting, please contact the Student Intern Program administrators with your questions. Should you have any technical questions, please feel free to contact the SIP webmaster.

Thank you,

Werner H. Kirsten Student Intern Program Staff

Teacher - Recommendation Thank You Letter

- Subject = Werner H. Kirsten Student Intern Program – Thank You
- Words in Brackets = System will replace with current data

Dear {TeacherName},

Thank you for completing a recommendation for {StudentFirstName} {StudentLastName}. It has been successfully received by our system.

Recommendations should not be shared with students and will only be viewed by our WHK SIP Administrators and Mentors.

Your input is vital to our selection process, and we appreciate your time and efforts.

Sincerely,

Werner H. Kirsten Student Intern Program Team
http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/

Student – Teacher Recommendation Completed Letter

- Subject = Werner H. Kirsten Student Intern Program – Recommendation Completed
- Words in Brackets = System will replace with current data

Dear {StudentFirstName} {StudentLastName},

Your recommendation for the Werner H. Kirsten Student Intern Program from {TeacherName} has been completed and received by our system.

Sincerely,

Werner H. Kirsten Student Intern Program Team
http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/

Student - Interview Letter

- Subject = WHK SIP Interview Instructions
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

You have been selected for an interview(s) by the following Mentor(s):

{MentorList}

It is your responsibility to contact the mentor directly to arrange your interview. Your parent or guardian should not arrange interviews on your behalf.

When contacting a mentor please identify yourself as a Werner H. Kristen Student Internship Program applicant. Mentors can be reached by telephone or e-mail (unless noted otherwise). Mentor E-mail addresses and telephone numbers may be obtained by logging into the WHK Program Portal and clicking on your "My Interviews" Link. **DO NOT** attempt to contact any mentor that is not on your list.

If you are unable to reach the mentor after using both methods, contact the WHK program staff at NCIFwhksip@mail.nih.gov.

Please note that the mentor review period is open until Tuesday, February 27th, therefore additional mentors may select you for an interview during this time period. You will receive an email like this one for any additional mentor interview requests, and you can also check your "My Interviews" list to view these additional requests as well.

Interviews may be in-person or virtual. This will be determined by the interviewing mentor. **All interviews must be completed by close of business Tuesday, March 26, 2024.**

After completing all your requested interviews, but no earlier than March 3, 2024, you will need to login to the WHK Program Portal and click on the "Rank Mentors" option. From that page you will need to rank each mentor that you interviewed with: "1" being your first choice, "2" your second choice, etc. **Rankings must be entered by Tuesday, April 2, 2024.** The more mentors you rank, the better chance you have of participating in the Program, however, if there is a mentor/lab that you absolutely do not want to work with/in then provide a "0" ranking for that mentor.

If you decide not to participate in the WHK, please notify WHK Program staff immediately.

Due to a rigid timeline, the deadlines mentioned in this correspondence are firm. It is incumbent on all applicants to meet these deadlines.

You will be notified by email when the selections are made. Please do not call or email the program office for selection information. If you have any questions regarding this information or about the Werner H. Kirsten Student Internship Program, please contact the program staff at NCIFwhksip@mail.nih.gov.

NOTE: When logging in to the WHK Program Portal you will need to use the same OpenID log-in information as used when you registered for the program. For technical questions, please contact the webmaster at frederickwebmaster@mail.nih.gov.

_____

IMPORTANT Information Regarding "In Person" Interviews

- All students must wear enclosed shoes and long pants/skirt to interview.
- **Security and Parking at Fort Detrick and the ATRF**
  - If you have an interview at Fort Detrick:
    - You must enter at the Nallin Farm Gate from Oppossumtown Pike. You can find gate information at: https://ncifrederick.cancer.gov/About/VisitorsGuide.aspx for instructions on how to enter the post.
    - You will need to check-in at the visitor's center before proceeding.
    - **NOTE:** If you are not a US Citizen your mentor will need to provide an escort for you to come onto the post – NCI Protective Services is no longer able to provide this service. Please coordinate with the lab/office you will be visiting prior to your interview date.
  - If you have an interview at the Advanced Technology Research Facility (ATRF):
    - Please use the following directions - https://ncifrederick.cancer.gov/About/AtrfDirections.aspx.
    - You will need to push the button to access the parking area and then enter the building through the front entrance.
    - The security desk officer will assist you to locate the mentor you are scheduled to interview with.
  - **Parking Information for both locations:**
    - You should park in unmarked spaces or spaces marked Visitor.
    - If you park in spaces marked Reserved, Official Use, etc., your vehicle may be ticketed.
- Please note that when inclement weather occurs causing schools to close and you have scheduled appointments on those days, **DO NOT** report for the interviews. Please contact the mentors to reschedule your appointments.

Student - Interview Opt Out Letter

- Subject = WHK SIP Interview Opt Out
- Words in Brackets = System will replace with current data

Dear {StudentName},

You have elected to opt out of your interview request with {MentorName} via your WHK Student Intern Program online account. If you believe this is in error please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Student - Ranking Reminder Letter

- Subject = FINAL Reminder: Werner H. Kirsten Student Intern Program at the National Cancer Institute at Frederick – Mentor Rankings
- Words in Brackets = System will replace with current data

Dear {StudentFirstName} {StudentLastName},

Failure to complete your rankings by the end of today will result in your exclusion from the WHK SIP program.

This is a reminder that you will need to login to the WHK SIP website: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/ and click on the title/bullet named "Rank Mentors" to rank each mentor with 1 being your first choice, 2 your second choice, etc. You will need to use your OpenID log on ID (used to submit your application). Rankings must be entered by March 26, 2024. Please do not rank any mentors with whom you would not like to intern. The more mentors you rank, the better chance you have of participating in the Program.

Failure to complete your rankings by the end of today will result in your exclusion from the WHK SIP program.

Sincerely,

Werner H. Kirsten Student Intern Program Team

Student - Mentor Ranking Confirmation Letter

- Subject = SIP Mentor Ranking Confirmation
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

Thank you for submitting your Mentor Rankings for the Werner H. Kirsten Student Internship Program. They have been received successfully. Please keep this email for your records.

Your selections are:

Interested:

{InterestedList}

Uninterested:

{UninterestedList}

To review your account or lookup other SIP related Information go to the SIP website at: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/

If you have any question about the Student Internship Program, please contact the WHK SIP Administrators at at NCIFwhksip@mail.nih.gov. For technical questions, please contact the Student Internship Program webmaster at ncifwebmaster@nih.gov.

Student - No Interview Letter

- Subject = Werner H. Kirsten SIP Application Information
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

Thank you for submitting your application for the Werner H. Kirsten Student Intern Program at the National Cancer Institute, Frederick, MD. Unfortunately, you were not selected for an interview at this time. Your interest in science is commendable and we encourage you to continue to pursue your interests.

If we open additional opportunities, you will be notified.

If you have any additional questions about the Werner H. Kirsten Student Internship Program, please contact an Administrator at NCIFwhksip@mail.nih.gov. For technical questions, please contact the webmaster at ncifwebmaster@nih.gov.

Student - Match Letter

- Subject = WHK SIP Applicant Email
- Words in Brackets = System will replace with current data

Dear {StudentName},

Congratulations! The matching process for mentors and student interns has been completed for the 2024-2025 National Cancer Institute at Frederick Werner H. Kirsten Intern Program (WHK). It is our pleasure to inform you of your selection to the program.

Your Mentor Assignment is: {MentorName}

Please login to the WHK Program site at https://ncifrederick.cancer.gov/careers/student_programs/internships/sip/Login.aspx and click the Accept/Decline button **NO LATER THAN Friday, April 12, 2024** to accept/decline your mentor match and participate in the program. If you accept you will receive an email with further instructions on how to proceed.

This internship will begin June 17, 2024, and will proceed through the 2024-2025 school year. This internship program will be on-site or hybrid depending on your mentor's requirements. Should any changes in the format of your internship occur, you will be notified immediately.

The mentor that you matched with has already accepted you as their match for the coming year. Administrative staff will be sending out an email with instructions on how to access, complete and return your required paperwork. **Once you have access to your paperwork, it is important to complete and return it as soon as possible via the instructions given.**

Please check the email that you provided us (at a minimum) weekly for updates.

1. **To decline this Internship:**

   If you decide to decline this opportunity, please login to the WHK SIP site at https://ncifrederick.cancer.gov/careers/student_programs/internships/sip/Login.aspx and select the **Decline** button so another student can be offered this position.

2. **To accept this internship:**

   If you decide to accept this opportunity, please login to the WHK SIP site at https://ncifrederick.cancer.gov/careers/student_programs/internships/sip/Login.aspx and select the **Accept** button.

Please accept our congratulations and welcome to the NCI at Frederick team. We hope you find the experience both educational and rewarding as you prepare for your life after high school. Please email our office if you have any questions.

Sincerely,

Werner H. Kirsten Student Intern Program Team
NCIFwhksip@mail.nih.gov

Student - Match Declined Letter

- Subject = WHK SIP – {Student Name} declined the match
- Words in Brackets = System will replace with current data

This email is notification that {StudentName} has declined the matching.

Mentor : {MentorName}

Sincerely,

Werner H. Kirsten Student Intern Program Team
http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/

Student - Match Accepted Letter

- Subject = WHK SIP – {Student Name} accepted the match
- Words in Brackets = System will replace with current data

This email is notification that {StudentName} has accepted the matching.

Mentor : {MentorName}

Sincerely,

Werner H. Kirsten Student Intern Program Team
http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/

Student - No Match Letter

- Subject = WHK SIP Applicant Notification
- Words in Brackets = System will replace with current data

Dear {StudentName},

Thank you for your interest in the NCI at Frederick Werner H. Kirsten Student Intern Program (WHK SIP). We regret to inform you that you have not matched with a mentor for the 2022-2023 WHK SIP.

The field of candidates this year was exceptionally strong in this highly competitive program. NCI scientists were impressed with the quality of all candidates. Unfortunately, the number of available mentors doesn't support the placement of all applicants. Please be aware that NCI program coordinators and mentor scientists cannot release resulting mentor-student placement information or provide exit interviews or feedback associated with this Program.

You are to be congratulated for your interest and accomplishments in the field of science. We wish you the best of luck as you pursue your future studies and perhaps a career in science, technology, engineering, or math.

Sincerely,

Werner H. Kirsten Student Intern Program Team
NCIFwhksip@mail.nih.gov

Student - Progress Report Requires Your Action Letter

- Subject = WHK SIP Student Progress Report now requires your Action
- Words in Brackets = System will replace with current data

Dear {StudentName},

{MentorName} has completed your Student Progress Report for Term {TermNumber}.

To acknowledge this report please follow the instructions below:

- First, login to the WHK SIP Web application using your OpenID account: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/
- Select "My Dashboard" from the left sidebar then follow the instructions on that page to acknowledge this report.
- Please acknowledge this report and discuss any concerns with {MentorName} as soon as time allows.
- This progress report must acknowledged by {DueDate}.

If you have any technical questions, please feel free to contact the SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Student - Progress Report Acknowledged Letter

- Subject = WHK SIP Progress Report Acknowledged
- Words in Brackets = System will replace with current data

Dear {StudentName},

Thank you for acknowledging your term {TermNumber} Student Progress Report by {MentorName}.

To review your submissions please follow the instructions below:

- First, login to the WHK SIP Web application using your OpenID account: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/
- Select "My Dashboard" from the left sidebar to review your submissions

If you have any technical questions, please feel free to contact the SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Student – Self Evaluation Available Letter

- Subject = WHK SIP Student Evaluation Reminder
- Words in Brackets = System will replace with current data

Dear {StudentName},

Your Self Evaluation for Term {TermNumber} is now available.

To complete this evaluation please follow the instructions below:

- First, login to the WHK SIP Web application using your OpenID account: http://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/
- Select "My Dashboard" from the left sidebar then follow the instructions on that page to complete your evaluation.
- Your self evaluation must be completed and acknowledged by your mentor by {DueDate}.

If you have any technical questions, please feel free to contact the WHK SIP Webmaster at ncifwebmaster@nih.gov. For questions regarding WHK SIP itself, please contact an Administrator at NCIFwhksip@mail.nih.gov

Sincerely,

Werner H. Kirsten Student Intern Program Team

Lab Admin - Match Letter

- Subject = 2023-2024 WHK SIP - Final Mentor/Student Matches
- Words in Brackets = System will replace with current data

Dear {FirstName} {LastName}:

The matching of WHK SIP mentors with students has been completed. Your mentor is:

> {MentorList}

Your student is (students are):

> {StudentList}

We have finalized the match list for the 2023-2024 WHK SIP class. Students who were selected were provided instructions on downloading the required paperwork along with the message to contact either the admin or the mentor to discuss start/end dates and on-site/hybrid status. Students are being directed to return the paperwork to WHK SIP Administrators via secured email. The date the paperwork is to be completed is Friday, May 5th.

We wanted to send out a few reminders as we are moving forward:

1) If your mentor listed you as the admin in his/her registration you may now access the website to see exactly what paperwork students were given to complete. You can pull a lot of the information you need for your student file from there such as their resume, transcript, and letters of recommendation.

2) When discussing summer work dates with students remember that they need to complete 8 weeks at 40 hours per week. While we strongly prefer that all students begin on June 19, none should begin before this, there are some situations where this may have to be more flexible. For example, if a mentor is out of the office and does not have a co-mentor who could get the student started, they will want to plan the student's start date to line up with when the mentor will be back in the office.

Please let us know if you have any questions and thank you for your support of the program.

Werner H. Kirsten Student Intern Program Team
NCIFwhksip@mail.nih.gov