

## Train at NCI Application System

### Emails for OMB Submission

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<b>Document Author:</b>	James Moler

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## Revision History

Version	Revised By	Date	Description
1.0	James Moler	8/8/2023	Initial Version
2.0	James Moler	5/15/2025	Updated Version for 2025 OMB renewal

## 1. SYSTEM DESCRIPTION

TrainAtNCI is a system that facilitates the recruitment of National Cancer Institute (NCI) fellows and interns. TrainAtNCI has been commissioned by the Center for Cancer Training (CCT) at the National Cancer Institute (NCI) in order to build a 21st century workforce capable of advancing cancer research through a scientifically integrated approach.

TrainAtNCI provides a public-facing website to assist students/researchers from undergraduate through postdoc in finding NCI training programs that will help them achieve their career goals. Additionally, TrainAtNCI provides a portal that allows prospective applicants to apply to training programs, facilitates NCI review of applications and selection of applicants for internships/fellowships, informs selected applicants of research projects available for internships/fellowships, provides NCI investigators access to applications and enables them to interview candidates, matches candidates to investigators based on mutual interest, and allows training program administrators to notify applicants of their status throughout the process.

## 2. PURPOSE

This document describes e-mails that are generated by TrainAtNCI. E-mails may be generated in response to an action. For example, when an application or letter of reference is submitted or when an application's status changes, an e-mail will be sent by the system.

Items **highlighted** in this document are placeholders for a variety of items such as:

- Today's date (e.g., date that application or supplement was received)
- The recipient's name (e.g., used in the salutation)
- Dates that apply to the current application cycle (e.g., application deadline, supplement deadline)
- URLs assigned uniquely to a person (e.g., requests sent to contributors)

## 3. DEFINITIONS

Term	Definition
Contributor	A person who contributes a supplement to an applicant's profile. The most typical example is a referee who provides a letter of reference for an applicant. An applicant can also be a contributor, if they contribute additional material after they submit their application.
Supplement	A document or set of responses that are obtained from an applicant or other contributor. The most typical example of a supplement is a letter of reference that is requested from a referee.
TrainAtNCI	Train at NCI Application System

## 4. AUTOMATED EMAILS

Automated emails are always sent from the TrainAtNCI project mailbox ([trainatnci@imsweb.com](mailto:trainatnci@imsweb.com))

For all reminder emails, the subject line includes a reminder deadline based on the number of days before the relevant deadline:

- When > 10 days from deadline, provide <month day>
- When 2-10 days from deadline, provide <month day> - ONLY X DAYS LEFT
- When 1 day from deadline, provide <TOMORROW>, <month day>
- On day of deadline, provide <TODAY>, <month day>

### 4.1. Applicant Emails

#### 4.1.1. Application Submitted

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Received

Dear <Applicant>,

Your application was received on <month day, year>.

Requests were sent to your <num required references> referees to provide letters of reference and to your advisor to provide a letter of assurance. **It is your responsibility to ensure that we have received the required letters by <supplement\_deadline: month day, year>.** If you need to request a letter from an alternate, you may do so through your account. If more than <num required references> letters of reference are received, only the first <num required references> letters will be considered.

You may [visit this page](#) to log in to your account and view the status of your application and letters.

We look forward to receiving your letters. Thank you for applying to the NCI <program label>.

*If there are no letters of reference required, then the email should instead be a combination of what is above and text from 4.1.4 (Supplements Complete):*

Dear <Applicant>,

Your application was received on <month day, year>. Your application will now be reviewed. **You may expect to hear from us by approximately <selected\_for\_interview\_notification\_date|selected\_for\_event\_notification\_date : month day, year> regarding the status of your application.**

You may [visit this page](#) to log in to your account and view the status of your application.

Thank you for applying to the NCI <program label>.

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#### 4.1.2. Supplement Received

TO: <Applicant>  
SUBJECT: NCI <program abbrev> <supplement type> Received

Dear <Applicant>,

A <supplement type> from <Contributor> was received on <month day, year>. The letter will be reviewed to ensure that it fulfills the requirements.

At this point, <num submitted references> <letter of reference has|letters of reference have> been received out of the <num required references> required and <num approved references> <has|have> been approved. Additionally, a letter of assurance <has|has not> been received <and has|but has not> been approved. **It is your responsibility to ensure that we have received the required letters by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you need to request a letter from an alternate, you may do so through your account. If more than <num required references> letters of reference are received, only the first <num required references> letters will be considered.

You may [visit this page](#) to log in to your account and view the status of your application and letters.

Thank you for applying to the NCI <program label>.

#### 4.1.3. Supplement Revision Requested

TO: <Applicant>  
SUBJECT: NCI <program abbrev> <supplement type> Needs Revision

Dear <Contributor>,

The <supplement type> you submitted for <Applicant>'s application to the NCI <program label> (<program abbrev>) has been reviewed. Unfortunately, the <supplement type> has not been approved and it must be re-uploaded.

**Please [visit this page](#) for further instruction and to re-upload your <supplement type>. It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>. If a replacement is not uploaded by the deadline, the previously provided <supplement type> will not be included in the applicant's profile.**

If you have any problems with uploading your <supplement type>, please [contact us](#). When completing the contact-us form, identify the applicant for whom you are providing the <supplement type>. <program abbrev> staff will assist you with the request.

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#### 4.1.4. Supplement Approved

TO: <Applicant>  
SUBJECT: NCI <program abbrev> <supplement type> Approved

Dear <Applicant>,

A <supplement type> from <Contributor> was approved on <month day, year>.

At this point, <num submitted references> <letter of reference has|letters of reference have> been received out of the <num required references> required and <num approved references> <has|have> been approved. Additionally, a letter of assurance <has|has not> been received <and has|but has not> been approved. **It is your responsibility to ensure that we have received the required letters by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you need to request a letter from an alternate, you may do so through your account. If more than <num required references> letters of reference are received, only the first <num required references> letters will be considered.

You may [visit this page](#) to log in to your account and view the status of your application and letters.

Thank you for applying to the NCI <program label>.

#### 4.1.5. Supplements Complete

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Letters Complete

Dear <Applicant>,

A <supplement type> from <Contributor> was <received | approved> on <month day, year>.

All required letters of reference and letters of assurance have been received and approved. Your application will now be reviewed. **You may expect to hear from us by approximately <selected\_for\_interview\_notification\_date|selected\_for\_event\_notification\_date : month day, year> regarding the status of your application.**

You may [visit this page](#) to log in to your account and view the status of your application and letters.

#### 4.1.6. Application is Unsubmitted (reminder)

TO: <Applicant>  
SUBJECT: Reminder: NCI <program abbrev> Application Deadline is <reminder(application\_deadline)>

Dear <Applicant>,

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Thank you for your interest in the NCI <program label> (<program abbrev>). **We look forward to receiving your submitted application by the application deadline, <application\_deadline: HH:MM AM/PM timezone on month day, year>.**

To complete and submit your application, please [visit this page](#) and log in to your account.

#### 4.1.7. Supplements are Incomplete (reminder)

TO: <Applicant>  
SUBJECT: Reminder: NCI <program abbrev> Letter of Reference/Assurance Deadline is <reminder(supplement\_deadline)>

Dear <Applicant>,

We would like to remind you that we have not received all of your required letters of reference or letter of assurance.

At this point, <num submitted references> <letter of reference has|letters of reference have> been received out of the <num required references> letters required and <num approved references> <has|have> been approved. Additionally, a letter of assurance <has|has not> been received <and has|but has not> been approved. **It is your responsibility to ensure that we have received the required letters by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you need to request a letter from an alternate, you may do so through your account. If more than <num required references> letters are received, only the first <num required references> letters will be considered.

You may [visit this page](#) to log in to your account and view the status of your application and letters.

We look forward to receiving your remaining letters.

#### 4.1.8. Application is Ineligible

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

We have determined that your application did not meet the <program abbrev> eligibility criteria defined at <https://trainatnci.cancer.gov/programs/<slug>/eligibility>. We regret to inform you that your application was therefore not selected for further consideration.

Thank you for your interest in the NCI <program label>. We wish you the best in your future pursuits.

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#### 4.1.9. Application has Incomplete Supplements (Reference Letters)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

We have determined that your application was not complete because it did not contain the <num required references> required reference letters. We regret to inform you that your application was therefore not selected for further consideration.

Thank you for your interest in the NCI <program label>. We wish you the best in your future pursuits.

#### 4.1.10. Application is Unsuitable for Panel Review

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

Thank you for applying to the NCI <program label> (<program abbrev>). Interest in the program was high and the selection process was very competitive. Unfortunately, we are not able to invite you to join us for this year's cohort. However, you are welcome to pursue a fellowship at the NCI or NIH through an alternative pathway such as contacting investigators directly or applying to open postings.

Thank you for your interest in the NCI <program label>. We wish you the best in your future pursuits.

#### 4.1.11. Application Withdrawn

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Status

Dear <Applicant>,

Your application to the NCI <program label> (<program abbrev>) was withdrawn on <month day, year>.

Thank you for your interest in the NCI <program label>. We wish you the best in your future pursuits.

#### 4.1.12. Applicant Selected for Interview (CRI SP, CRP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

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Congratulations! You have been selected to interview for the <program label> (<program abbrev>) from <interview\_start\_date: month day, year> to <interview\_end\_date: month day, year>. Please note, selection for the interview process does not guarantee a fellowship position. To be accepted into the <program abbrev>, you must match with an NCI investigator.

Your application will now be made viewable to NCI investigators and staff, who will then begin to contact you to arrange interviews. We also encourage you to review the posted [projects](#) from investigators with open positions or view open positions on the division sites to facilitate the process. Please note, the project list located in the Train at NCI portal is not final, and you should periodically check to see if additional projects are added. You can also search a specific research area and find information on individual research groups. If you find an investigator you are interested in meeting with, please contact them to arrange an interview.

You will receive an email from the <program abbrev> Coordinator that will lay out the interview and matching process. Be sure to check your spam folders and if you do not receive the additional emails, please [contact us](#).

If you are not interested in interviewing, please [withdraw](#) your application so that the opportunity may be extended to another applicant.

#### 4.1.13. Applicant Selected/Invited for Interview (CPFP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Candidate Status

Dear <Applicant>,

Congratulations! You have been selected to interview for the <program label> (<program abbrev>) between <earliest reserved interview day: month day, year> and <latest reserved interview day: month day, year>. All interviews this year will be held virtually using NCI's videoconferencing platform.

Please [respond](#) by indicating if you will accept or decline this invitation by <interview\_rsvp\_deadline/waitlist\_rsvp\_deadline: HH:MM AM/PM timezone on month day, year>. If you accept this invitation, you will be asked to provide additional information that will help us schedule your interviews. Your interviews will include:

- Practice interview to establish connectivity on a day prior to your formal interviews
- Group interview with the Scientific Education Committee
- Meet & greet session with current Cancer Prevention Fellows
- CPFP senior staff interview

Please note that CPFP senior staff will not be replying to individual candidates' emails and calls until the interview process is complete. However, you may [contact the CPFP coordinator](#) with any questions you may have.

We would like to thank you for your interest in our program, and we look forward to your response!

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#### 4.1.14. Applicant Selected for Event (PRE)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

Congratulations! You have been selected to participate in the <program label> (<program abbrev>) from <event\_start\_date: month day, year> to <event\_end\_date: month day, year>.

One focus of the program is to introduce you to NCI investigators with whom you might want to pursue postdoctoral training. We strongly encourage you to begin reviewing posted [projects](#) from investigators or view open positions on the division sites to facilitate the process. Please note, the project list located in the Train at NCI portal is not final, and you should periodically check to see if additional projects are added. You can also search a specific research area and find information on individual research groups. If you find an investigator you are interested in meeting with, please contact them to arrange an interview either before or during the <program abbrev> event.

You will receive an email from the <program abbrev> Coordinator that will provide additional information about the event. Be sure to check your spam folders and if you do not receive the additional emails, please [contact us](#).

If you are not interested in participating in the <program abbrev> event, please [withdraw](#) your application so that the opportunity may be extended to another applicant.

#### 4.1.15. Application Wait Listed for Interview (CRI SP, CRP, CFPF)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Status

Dear <Applicant>,

We would like to inform you that your application to the NCI <program label> (<program abbrev>) has been placed on our wait list. We would like to keep you on the wait list in case a candidate who has been selected for interview changes their plans. **We will keep the wait list open for this purpose until <waitlist\_notification\_date: month day, year>.**

Thank you for applying to the NCI <program label>.

#### 4.1.16. Application Wait Listed for Event (PRE)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Status

Dear <Applicant>,

We would like to inform you that your application to the NCI <program label> (<program abbrev>) has been placed on our wait list. We would like to keep you on the wait list in case a candidate who has been selected to attend the event changes their plans. **We will keep the wait list open for this purpose until <waitlist\_notification\_date: month day, year>.**

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Thank you for applying to the NCI <program label>.

#### 4.1.17. Application is Not Selected for Interview

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

Thank you for applying to the NCI <program label> (<program abbrev>). Interest in the program was high and the selection process was very competitive. Unfortunately, we are not able to invite you to join us for this year's cohort. However, you are welcome to pursue a fellowship through an alternative pathway such as contacting investigators directly or applying to open postings at other NIH institutes.

Thank you for your interest in the NCI <program label>. We wish you the best in your future pursuits.

#### 4.1.18. Application is Not Selected for Event

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Application Decision

Dear <Applicant>,

Thank you for applying to the NCI <program label> (<program abbrev>). Interest in the program was high and the selection process was very competitive. Unfortunately, we are not able to invite you to join us for this year's event. However, you are welcome to pursue a fellowship through an alternative pathway such as contacting investigators directly or applying to open postings at other NIH institutes.

Thank you for your interest in the NCI <program label>. We wish you the best in your future pursuits.

#### 4.1.19. Interview Invited (CRI SP, CRP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Interview Invitation from <Interviewer>

Dear <Applicant>,

<Interviewer> has invited you for an interview as part of the NCI <program label> (<program abbrev>). If you accept this invitation, the interviewer will contact you via email or phone to set up an interview. If you are not contacted, please contact the interviewer using the email found on [your Interviews page](#).

Please [respond on your Interviews page](#) by indicating if you will accept or decline this invitation as soon as possible. The interview period ends on <interview\_end\_date: month

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**day, year> and you want to be sure there is plenty of time for the interviewer to schedule the interview with you.**

After the interview, we ask that you provide your [feedback](#) including whether you are interested in working with the NCI Investigator who interviewed you and your comments about the interview.

At the conclusion of all your interviews, please be sure all feedback is complete and that you have ranked the interviewers who interest you. You must submit your feedback/rankings by **<interview\_feedback\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you have any questions, please [contact us](#).

#### 4.1.20. Interview Accepted (CRI SP, CRP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Interview Invitation from <Interviewer> accepted

Dear <Applicant>,

Thank you for accepting your invitation to interview with <Interviewer> as part of the NCI <program label> (<program abbrev>). The interviewer will contact you via email or phone to set up an interview. If you are not contacted, please contact the interviewer using the email found on [your interviews tab](#).

After the interview, we ask that you [provide your feedback](#) including whether you are interested in working with the NCI Investigator who interviewed you and your comments about the interview.

At the conclusion of all your interviews, please be sure all feedback is complete and that you have ranked the interviewers who interest you. You must submit your feedback/rankings by **<interview\_feedback\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you have any questions, please [contact us](#).

#### 4.1.21. Interview Accepted (CPFP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Interview Invitation Accepted

Dear <Applicant>,

Thank you for accepting your invitation to interview with the NCI <program label> (<program abbrev>). You provided the following information to assist us with scheduling your interview:

Timezone: <timezone abbrev>

Conflicts: <I do not have any conflicts with any of the interview days.>

- <Month DD, YYYY>: <time range> <timezone>

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- <Month DD, YYYY>: <time range> <timezone>
- <Month DD, YYYY>: <time range> <timezone>
- ...

If this information changes, please [contact us](#) to let us know. You will receive an email in approximately one week that will contain your interview schedule.

#### 4.1.22. Interview Declined (CRI SP, CRP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Interview Invitation from <Interviewer> declined

Dear <Applicant>,

You have declined your invitation to interview with <Interviewer> as part of the NCI <program label> (<program abbrev>).

If you have any questions, please [contact us](#).

#### 4.1.23. Interview Declined (CPFP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Interview Invitation Declined

Dear <Applicant>,

You have declined your invitation to interview with the NCI <program label> (<program abbrev>). We appreciate your interest in the <program label> and wish you the best in your future pursuits.

If you have any questions, please [contact us](#).

#### 4.1.24. Interviews Finalized (CPFP)

TO: <Applicant>  
SUBJECT: Your <program abbrev> Interview Schedule

Dear <Applicant>,

We are pleased to inform you of your interview schedule for the <program label> (<program abbrev>). All interviews this year will be held virtually using <interview platform>, the NCI's videoconferencing platform.

Your schedule is as follows. All times are U.S. Eastern time.

**Thursday, October 17, 2024, 9:00 AM EDT** (added)

Up to <10> minutes <practice interview> with the <Coordinator>

Login URL: <https://cbiit.webex.com/cbiit/j.php?MTID=practice>

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Meeting/Access Code: 123 456 7890  
Password: Practice  
Call-in Number: 1-555-555-5555

**Tuesday, October 22, 2024, 10:30 AM EDT** (added)  
Up to <25> minutes <interview> with the <Scientific Education Committee>  
Login URL: <https://cbiit.webex.com/cbiit/j.php?MTID=actual>  
Meeting/Access Code: 987 654 3210  
Password: Actual  
Call-in Number: 1-555-555-5555

**Tuesday, October 22, 2024, 1:00 PM EDT** (added)  
Up to <90> minutes <candidate lounge>  
  
Login URL: <https://cbiit.webex.com/cbiit/j.php?MTID=lounge>  
Meeting/Access Code: 135 792 4680  
Password: Lounge  
Call-in Number: 1-555-555-5555

**Tuesday, October 22, 2024, 2:00 PM EDT** (added)  
Up to <20> minutes <interview> with the <CPFP Senior Staff>  
Login URL: <https://cbiit.webex.com/cbiit/j.php?MTID=actual>  
Meeting/Access Code: 987 654 3210  
Password: Actual  
Call-in Number: 1-555-555-5555

<**Day of week, Month day, year, HH:MM AM/PM timezone**> <(updated | added)>  
Up to <XX> minutes <interview | practice interview | candidate lounge> with the <interviewer (if not group), > <person (if provided), degrees (if provided)>  
Login URL: <URL>  
Meeting/Access Code: <access\_code>  
Password: <password>  
Call-in Number: <phone number>

Interviews will be running back-to-back, so we ask that you log into the <platform> platform a few minutes early to ensure that your interviews begin on time. We recommend that you visit the <platform help url> to familiarize yourself with the <platform> platform.

Your initial panel interview will be with the Scientific Education Committee (SEC). The SEC is comprised of scientific members representing the NCI and academia. You may view a list of [SEC member profiles](#), however, you are not permitted to contact any of these individuals prior to your interviews. While the interviews are short in duration, they are formal in nature. Please note that you do not need to prepare a presentation/talk for any of your interview sessions.

Please review the [Candidate Interview Agenda](#) for more details concerning the day's virtual activities. You will have the opportunity to meet current Fellows and learn about their research and personal experiences in the CPFP.

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You are welcome to [contact the CPFP coordinator](#) if you are unable to attend one of these sessions or if you have any questions or concerns. However, CPFP senior staff will not be replying to individual candidates' emails and calls until the interview process is complete.

Thank you in advance for working with us to enable an excellent interview experience. We look forward to seeing you for your interviews!

#### 4.1.25. Applicant Interview Feedback Reminder

TO: <Applicant>  
SUBJECT: Reminder: NCI <program abbrev> Interview Feedback Deadline is <reminder(interview\_feedback\_deadline)>

Dear <Applicant>,

**We would like to remind you to provide your [interview feedback](#) following each interview.** This feedback includes whether you are interested in working with the NCI Investigators who interviewed you, how you would rank those with whom you interviewed, and your comments about the interviews.

Once all interviews are complete, you may need to revise your rankings. **Please review all your interview feedback and save any changes before <interview\_feedback\_deadline: HH:MM AM/PM timezone on month day, year>.** The feedback last saved before the deadline will be used to determine if you are a good match to an interviewer.

If you have any questions, please [contact us](#).

#### 4.1.26. Applicant Interview Feedback Received

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Interview Feedback for <interviewer> Received

Dear <Applicant>,

Thank you for submitting your interview feedback on <interviewer> for the NCI <program label> (<program abbrev>).

Once all interviews are complete, you may need to revise your rankings. **Please review all your interview feedback and save any changes before <interview\_feedback\_deadline: HH:MM AM/PM timezone on month day, year>.** The feedback last saved before the deadline will be used to determine if you are a good match for an NCI investigator and will be awarded a fellowship.

You will be informed of our final decision by <final\_decision\_notification\_date: month day, year>.

If you have any questions, please [contact us](#).

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#### 4.1.27. Applicant is Invited to Program (CRI SP, CRP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Final Decision – Response Required

Dear <Applicant>,

Congratulations! We would like to invite you to join this year's NCI <program label> (<program abbrev>) under the supervision of <NCI Investigator-Interviewer>.

**Please accept or decline this invitation by <invitation\_rsvp\_deadline: HH:MM AM/PM timezone on month day, year>.** If you accept the invitation, your mentor will be notified to provide a formal welcome and next steps in the process.

If you have any questions, please [contact us](#).

#### 4.1.28. Applicant is Invited to Program (CPFP)

TO: <Applicant>  
CC: <CPFP Coordinator>  
SUBJECT: NCI <program abbrev> Final Decision – Response Required

Dear <Applicant>,

The Scientific Education Committee for the Cancer Prevention Fellowship Program (CPFP) at NCI has completed its deliberations and made final recommendations. We are delighted to inform you that you have been selected to join the CPFP. Admission to the Program was highly competitive this year, and your inclusion in this group is a testament to your exceptional training, potential for leadership, and commitment to cancer prevention and control.

Since its inception in 1987, the CPFP has offered opportunities for cutting-edge research in the field of cancer prevention and control. As a potential member of the incoming group of Fellows in June, you would be joining a dynamic cadre of scientists and clinicians committed to reducing death and suffering from cancer. We are confident that you would contribute greatly to the CPFP, and that the CPFP would likewise contribute to your development as a future independent leader in the field of cancer prevention. **Please [respond](#) by indicating if you will accept or decline this invitation by <invitation\_rsvp\_deadline: HH:MM AM/PM timezone on month day, year>.** If you believe you will need an extension of this deadline, please contact me as soon as possible. For all other questions, please [contact us](#).

Congratulations again on being selected and we look forward to hearing from you.

Sincerely,

Director, Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
National Institutes of Health  
240-276-5626

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#### 4.1.29. Applicant Accepts Invitation to Program (CRI SP, CRP)

TO: <Applicant>  
CC: <NCI Investigator-Interviewer>  
SUBJECT: NCI <program abbrev> Final Decision – response received

Dear <Applicant>,

Thank you for accepting the invitation to join the NCI <program label> (<program abbrev>)! Please expect to receive an email from <NCI Investigator-Interviewer> that will explain your next steps.

If you have any questions, please [contact us](#).

#### 4.1.30. Applicant Accepts Invitation to Program (CPFP)

TO: <Applicant>  
CC: <CPFP Coordinator>  
SUBJECT: NCI <program abbrev> Final Decision – response received

Dear <Applicant>,

Thank you for accepting the invitation to join the NCI <program label> (<program abbrev>)! Please expect to receive an email from the CPFP Coordinator that will explain your next steps.

If you have any questions, please [contact us](#).

Sincerely,

Director, Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
National Institutes of Health  
240-276-5626

#### 4.1.31. Applicant Declines Invitation to Program (CRI SP, CRP)

TO: <Applicant>  
CC: <Program Mailbox or all Program Admins>  
SUBJECT: NCI <program abbrev> Final Decision – response received

Dear <Applicant>,

We are sorry that you have declined the invitation to join the NCI <program label> (<program abbrev>). We wish you the best in your future pursuits.

If you have any questions, please [contact us](#).

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#### 4.1.32. Applicant Declines Invitation to Program (CPFP)

TO: <Applicant>  
CC: <CPFP Coordinator>  
SUBJECT: NCI <program abbrev> Final Decision – response received

Dear <Applicant>,

We are sorry that you have declined the invitation to join the NCI <program label> (<program abbrev>). We appreciate your consideration of our program and wish you every success in pursuing your interest in cancer prevention and control.

If you have any questions, please [contact us](#).

Sincerely,

Director, Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute  
National Institutes of Health  
240-276-5626

#### 4.1.33. Applicant Wait Listed for Program (CPFP)

TO: <Applicant>  
CC: <CPFP Coordinator>  
SUBJECT: NCI <program abbrev> Decision

Dear <Applicant>,

The National Cancer Institute (NCI) Scientific Education Committee and the Cancer Prevention Fellowship Program have completed their deliberations and made final recommendations. As you know, this is a highly competitive program with only 10-15% of applicants being selected, and this year's applications were very strong. Your achievements did not go unnoticed. We were impressed with your training, potential for leadership, and commitment to cancer prevention.

We are writing to inform you that you have been selected as an alternate for the Fellowship. This means that, unfortunately, we cannot offer you a space in the Fellowship at this time. We would like to keep you on our wait list in case a candidate who has accepted a position changes his or her plans at a later date. **We will keep the wait list open for this purpose until < WAITLISTED\_FOR\_PROGRAM\_NOTIFICATION\_DATE: month day, year>.**

Thank you again for applying to the Cancer Prevention Fellowship Program, and it was a pleasure to meet with you during your interview. Feel free to [contact us](#) if you have any questions.

Sincerely,

Director, Cancer Prevention Fellowship Program  
Division of Cancer Prevention  
National Cancer Institute

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National Institutes of Health  
240-276-5626

#### 4.1.34. Applicant is Not Invited to Program (CRI SP, CRP)

TO: <Applicant>  
SUBJECT: NCI <program abbrev> Final Decision

Dear <Applicant>,

Thank you for applying to the NCI <program label> (<program abbrev>). Unfortunately, we are not able to invite you to join us for this year's cohort. Our decision does not reflect your potential or abilities as interest in the program was high and the selection process was very competitive. We understand that this may be disappointing and encourage you to pursue opportunities through an alternative pathway such as contacting investigators directly or applying to open postings at other NIH institutes.

We appreciate your interest in the NCI <program label>. We wish you the best in your future pursuits.

If you have any questions, please [contact us](#).

#### 4.1.35. Applicant is Not Invited to Program (CPFP)

TO: <Applicant>  
CC: <CPFP Coordinator>  
SUBJECT: NCI <program abbrev> Final Decision

Dear <Applicant>,

The National Cancer Institute (NCI) Scientific Education Committee for the Cancer Prevention Fellowship Program has completed its deliberations and made final recommendations. As you know, this is a highly competitive program with only 10-15% of applicants being selected, and this year's applications were very strong. We regret to inform you that we are unable to offer you placement in the CPFP at this time. Your achievements, however, did not go unnoticed. We were impressed with your training, potential for leadership, and commitment to cancer prevention and control. Please know that the final decision was not an easy one to make, and we respect your skills and accomplishments.

If you meet the program's eligibility requirements, please consider applying again next year. We hope that you will continue your interest in cancer prevention and control. It was a pleasure to speak with you during your interview, and we wish you every success in achieving your career goals.

If you have any questions, please [contact us](#).

Sincerely,

Director, Cancer Prevention Fellowship Program

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National Cancer Institute  
National Institutes of Health  
240-276-5626

#### 4.1.36. Projects Added

TO: <Applicant>  
SUBJECT: Projects Added

Dear <Applicant>,

NCI Investigators have added the following projects that describe open positions which may be suitable to you. To view all projects, visit the [Projects Report](#) in the Train at NCI portal. **If you are interested in a project, a contact person has been provided from whom you can obtain additional information.**

\*\*\*\*\*

<Project Title>

<project description>

See more [details](#) about [this project](#).

\*\*\*\*\*

If you have any questions, please [contact us](#).

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## 4.2. Contributor Emails

### 4.2.1. Letter of Reference Requested

TO: <Contributor>  
SUBJECT: NCI <program abbrev> Letter of Reference Requested

Dear <Contributor>,

<Applicant> has requested that you provide a letter of reference for their application to the NCI <program label> (<program abbrev>). You were chosen as a referee because of your knowledge of the applicant's scientific accomplishments, motivation, and skills.

Please [visit this page](#) for further instructions and to upload your letter. **It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you have any problems with uploading your letter of reference, please [contact us](#). When completing the contact-us form, identify the applicant for whom you are providing the letter of reference. <program abbrev> staff will assist you with the request.

Thank you for your assistance.

### 4.2.2. Letter of Reference Request Reminder

TO: <Contributor>  
SUBJECT: <If supplement is Pending Contributor Response, but the supplement has NOT been uploaded>  
Reminder: NCI <program abbrev> Letter of Reference Deadline is <reminder(supplement\_deadline)>  
<else>  
Reminder: Revision needed to your NCI <program abbrev> Letter of Reference by <reminder(supplement\_deadline)>  
<end>

Dear <Contributor>,

<If supplement is Pending Contributor Response, but the supplement has NOT been uploaded>  
We would like to remind you that <Applicant> has requested that you provide a letter of reference for their application to the NCI <program label> (<program abbrev>). You were chosen as a referee because of your knowledge of the applicant's scientific accomplishments, motivation, and skills.

Please [visit this page](#) for further instructions and to upload your letter. **It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

<else>

We would like to remind you to revise your letter of reference for <Applicant>'s application to the NCI <program label> (<program abbrev>). Please [visit this page](#) for further instruction and to re-upload your <supplement type>. **It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.** If a replacement is not uploaded by the

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deadline, the previously provided <supplement type> will not be included in the applicant's profile.

<end>

If you have any problems with uploading your letter of reference, please [contact us](#). When completing the contact-us form, identify the applicant for whom you are providing the letter of reference. <program abbrev> staff will assist you with the request.

Thank you for your assistance.

#### 4.2.3. Letter of Assurance Requested

TO: <Contributor>  
SUBJECT: NCI <program abbrev> Letter of Assurance Requested

Dear <Contributor>,

<Applicant>, who is applying to the NCI <program label> (<program abbrev>), has informed us that they are currently enrolled in an accredited doctoral degree program, but they have not yet fulfilled all degree requirements. Please provide a letter assuring that all degree requirements will be completed by <program\_start\_date: month year>.

Please [visit this page](#) for further instructions and to upload your letter. **It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

If you have any problems with uploading your letter of assurance, please [contact us](#). When completing the contact-us form, identify the applicant for whom you are providing the letter of assurance. <program abbrev> staff will assist you with the request.

Thank you for your assistance.

#### 4.2.4. Letter of Assurance Request Reminder

TO: <Contributor>  
SUBJECT: <If supplement is Pending Contributor Response, but the supplement has NOT been uploaded>  
Reminder: NCI <program abbrev> Letter of Assurance Deadline is <reminder(supplement\_deadline)>  
<else>  
Reminder: Revision needed to your NCI <program abbrev> Letter of Assurance by <reminder(supplement\_deadline)>  
<end>

Dear <Contributor>,

<If supplement is Pending Contributor Response, but the supplement has NOT been uploaded>  
We would like to remind you that <Applicant>, who is applying to the NCI <program label> (<program abbrev>), has requested that you provide a letter assuring that all degree requirements will be completed by <program\_start\_date: month year>.

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Please [visit this page](#) for further instructions and to upload your letter. **It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.**

<else>

We would like to remind you to revise your letter of assurance for <Applicant>'s application to the NCI <program label> (<program abbrev>). This letter must assure that the applicant will complete all degree requirements by <program\_start\_date: month year>. Please [visit this page](#) **for further instruction and to re-upload your<supplement type>. It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>.** If a replacement is not uploaded by the deadline, the previously provided <supplement type> will not be included in the applicant's profile.

<end>

If you have any problems with uploading your letter of assurance, please [contact us](#). When completing the contact-us form, identify the applicant for whom you are providing the letter of assurance. <program abbrev> staff will assist you with the request.

Thank you for your assistance.

#### 4.2.5. Supplement Request Canceled

TO: <Contributor>  
SUBJECT: Request for NCI <program abbrev> <supplement type> Canceled

Dear <Contributor>,

The request for your <supplement type> for <Applicant>'s application to the NCI <program label> (<program abbrev>) was canceled on <month day, year>. You can no longer upload the requested<supplement type>.

We apologize for any inconvenience.

#### 4.2.6. Supplement Submitted

TO: <Contributor>  
SUBJECT: NCI <program abbrev> <supplement type> Submitted

Dear <Contributor>,

Thank you for submitting a <supplement type> for <Applicant>'s application to the NCI <program label> (<program abbrev>). Your <supplement type> was received on <month day, year>. This <supplement type> will be reviewed to ensure that it is for the expected applicant, signed, and is readable. If it meets these qualifications, it will be approved to be included in the applicant's profile. If it does not meet the qualifications, you will be informed of the problem and asked to re-submit the<supplement type>.

#### 4.2.7. Supplement Needs Revision

TO: <Contributor>

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SUBJECT: NCI <program abbrev> <supplement type> Needs Revision

Dear <Contributor>,

The <supplement type> you submitted for <Applicant>'s application to the NCI <program label> (<program abbrev>) has been reviewed. Unfortunately, the <supplement type> has not been approved and it must be re-uploaded.

Please [visit this page](#) for further instruction and to re-upload your <supplement type>. It must be uploaded by <supplement\_deadline: HH:MM AM/PM timezone on month day, year>. If a replacement is not uploaded by the deadline, the previously provided <supplement type> will not be included in the applicant's profile.

If you have any problems with uploading your <supplement type>, please [contact us](#). When completing the contact-us form, identify the applicant for whom you are providing the <supplement type>. <program abbrev> staff will assist you with the request.

#### 4.2.8. Supplement Approved

TO: <Contributor>  
SUBJECT: NCI <program abbrev> <supplement type> Approved

Dear <Contributor>,

The <supplement type> you submitted for <Applicant>'s application to the NCI <program label> (<program abbrev>) has been <replaced and> approved and will be included in the applicant's profile.

#### 4.2.9. Supplement Withdrawn

TO: <Contributor>  
SUBJECT: NCI <program abbrev> <supplement type> Withdrawn

Dear <Contributor>,

The <supplement type> you submitted for <Applicant>'s application to the NCI <program label> (<program abbrev>) was withdrawn on <month day, year>. It will not be included in the applicant's profile.

If you have any questions about this withdrawal, please [contact us](#). When completing the contact-us form, identify the applicant whose <supplement type> was withdrawn.

#### 4.2.10. Supplement Expired

TO: <Contributor>  
SUBJECT: NCI <program abbrev> <supplement type> Expired

Dear <Contributor>,

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The request for you to provide a <supplement type> for <Applicant>'s application to the NCI <program label> (<program abbrev>) expired. You can no longer upload the requested<supplement type>.

We apologize for any inconvenience.

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## 4.3. Help Desk Emails

### 4.3.1. Ticket is Submitted by a Logged-In User

TO: <Assigned Staff Member>  
SUBJECT: Helpdesk Ticket: Re: <Ticket Topic> from <Ticket Creator Name>

<User Full Name> sent a message from the Train at NCI Contact-Us form in response to the topic: <Ticket Topic>.

A Helpdesk ticket has been created for this message. **Please respond by clicking on the [ticket](#).**

### 4.3.2. Ticket is Submitted by an Anonymous User

TO: <Assigned Staff Member>  
SUBJECT: Helpdesk Ticket: Re: <Ticket Topic> from <Ticket Creator Email>

A logged-out/unregistered user sent a message from the Train at NCI Contact-Us form in response to the topic: <Ticket Topic>. The email address entered by the sender is: <submitted email>.

A Helpdesk ticket has been created for this message. **Please respond by clicking on the [ticket](#).**

### 4.3.3. Ticket is Received

TO: <Ticket Submitter>  
SUBJECT: Helpdesk Ticket #<Ticket ID> received - <Ticket Topic>

We have received your message in response to the topic: <Ticket Topic>.

A Helpdesk ticket has been created for this message. We will respond to your Helpdesk [ticket](#) shortly and you will receive an email at that time.

If necessary, you may add to your response by clicking on the ticket.

### 4.3.4. Ticket is Updated by Logged-In Submitter

TO: <Assigned Staff Member>  
SUBJECT: Helpdesk Ticket: Re: <Ticket Topic> from <Ticket Updater Name> -

Ticket #<Ticket ID> has been updated by <Ticket Updater Name>. This ticket is for the topic: <Ticket Topic>.

**Please view the Helpdesk [ticket](#) and respond if needed.**

### 4.3.5. Ticket is Updated by Anonymous Submitter

TO: <Assigned Staff Member>  
SUBJECT: Helpdesk Ticket: Re: <Ticket Topic> from <Ticket Updater Email> -

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Ticket #<Ticket ID> - has been updated by a logged-out/unregistered user (<Ticket Updater Email>). This ticket is for the topic: <Ticket Topic>.

Please view the Helpdesk [ticket](#) and respond if needed.

#### 4.3.6. Ticket is Updated by Assigned Staff

TO: <Ticket Submitter>  
SUBJECT: Helpdesk Ticket: Re:<Ticket Topic> from <Assigned Staff Name> -

Ticket #<Ticket ID> has been updated by <Assigned Staff Name>. This ticket is for the topic: <Ticket Topic>.

Please view the Helpdesk [ticket](#) and respond if needed.

#### 4.3.7. Ticket is Reassigned to New Staff

TO: <New Assignee>  
SUBJECT: Helpdesk Ticket: Re: <Ticket Topic> from <Previous Assignee Name>

A Helpdesk Ticket has been reassigned to you by <Previous Assigned Name>. This ticket is for the topic: <Ticket Topic>.

Please view the Helpdesk [ticket](#) and respond if needed.

## 4.4. User Emails

### 4.4.1. Confirm Alternate Email

TO: <User>  
SUBJECT: Train at NCI: Confirm Alternate Email

You are receiving this email because [Train at NCI](#) received a request to add <user-provided alternate email address> as an alternate email for <user>'s Train at NCI account.

**If you initiated this request, you must [confirm](#) this email address within 14 days in order to add the alternate email to your account.** If it is not confirmed by then, you will need to re-send the confirmation email from your Train at NCI profile page.

If you have any questions, you may [contact us](#).

### 4.4.2. Alternate Email Confirmed

TO: <User Primary Email>, <User Alternate Email>  
SUBJECT: Train at NCI: Alternate Email Confirmed

You are receiving this email because an alternate email address has been confirmed for <user>'s [Train at NCI](#) account. The primary email address for this Train at NCI account is still <user-provided primary email address>.

**New Email Address:** <user-provided alternate email address>

If you did not authorize this change or have any questions, please [contact us](#).

### 4.4.3. Email Address Changed

TO: <User Primary Email>, <User Alternate Email>  
SUBJECT: Train at NCI: Email Address Change

You are receiving this email because the primary email address associated with <user>'s [Train at NCI](#) account has been changed.

New Primary Email: <user's primary email>

Old Primary Email: <user's old primary email>

If you did not authorize this change or have any questions, please [contact us](#).

### 4.4.4. Alternate Email Deleted

TO: <User Primary Email>, <User Alternate Email>  
SUBJECT: Train at NCI: Alternate Email Deleted

You are receiving this email because an alternate email address has been removed from <user>'s [Train at NCI](#) account. The primary email address for this Train at NCI account is still <user's primary email>.

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**Removed Email Address:** <user's alternate email>

If you did not authorize this change or have any questions, please [contact us](#).

#### 4.4.5. Account Suspended

TO: <User Primary Email>  
SUBJECT: Activate Train at NCI Account

Dear <Suspended User>,

Your Train at NCI account has been suspended due to inactivity. You will not be able to access the Train at NCI portal until you reactivate your account.

**Please [reactivate](#) your account to restore your access.** The reactivation link is valid for 7 days from the time of this email. If the link has expired, you can log in to Train at NCI to resend the reactivation link.

If you have any questions, please contact us.

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#### 4.5. Footer

For all program-related emails, the closing is from the appropriate Program Administrator.

Sincerely,

Program Administrator  
<program label> (<program abbrev>)  
National Cancer Institute  
<https://trainatnci.cancer.gov/programs/<slug>>

For any non-program emails, the closing is from the Administrator.

Sincerely,

Administrator  
Train at NCI  
National Cancer Institute  
<https://trainatnci.cancer.gov/>

Following the closing is the stock TrainAtNCI footer.

\*\*\*\*\*

This is an automated email. Please do not reply to this email.

[Train at NCI](#) provides prospective applicants an overview of a variety of NCI training programs that will appeal to researchers at different stages of their careers. Additionally, the website hosts applications to facilitate the recruitment of NCI fellows and interns for several of these programs.

[U.S. Department of Health and Human Services](#)  
[National Institutes of Health](#)  
[National Cancer Institute](#)  
[USA.gov](#)

If you feel that you received this message in error, please [contact us](#).

\*\*\*\*\*

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