**SPONSORED LETTER TEMPLATES**

**PRIOR APPROVAL TEMPLATES**

* PI/Key Person Change Request
* PI/Key Person Change Request (Multi-PD/PI)
* Effort Change Request
* Second No Cost Extension Request
* Carryover Request
* Foreign Component Request
* Change in Scope Request

**OTHER LETTERS/TEMPLATES**

* Withdraw Application Letter
* Letter of Intent/Consortium Letter
* NIH Automatic NCE Request Form

**General Submission Notes**

The NIH Grants Management Specialist (GMS) is responsible for the review of financial and administrative questions/matters/issues related to your grant. All correspondence of this nature should be directed to their attention, often with a CC to the Program Official.

**General Template Instructions**

* All letters need to be on letterhead. You may need to reformat the letter to incorporate your department’s electronic letterhead.
* Update the highlighted sections.
* Remove the template headings, any highlighting and any instructions before sending to the PI for signature.
* Letters should be signed by the PD/PI(s) and the ORA representative.