

SAMPLE NOTIFICATION OF TRAINEESHIP

Dear _____:

I am pleased to officially inform you that you have been selected by the ____ (IC) ____ to receive an NIH Intramural Research Training Award (IRTA) [IC should complete entry, e.g. Pre-doctoral Traineeship]. This Traineeship is contingent upon submission of acceptable proof of U.S. citizenship or resident alien status. [If applicable IC should enter the following: In addition, you must have a medical evaluation as directed by Occupational Medical Services procedures.]

The training preceptor for your IRTA Traineeship will be Dr. _____, (title) ____, (organization) _____. The initial Traineeship commitment is for a period of ____ [month(s)/year(s)], beginning _____ through _____. (For 2-3 year commitments, add the following: "Accounting procedures require that this Traineeship be processed one year at a time".) Traineeships may be renewed beyond the initial commitment for no more than one year increments, up to the maximum duration of ____ year(s). Renewal of IRTA Traineeships beyond the initial commitment is based on demonstrated progress in the training assignment, education completed (if applicable), and mutual agreement between the IRTA trainee, the training preceptor, the Laboratory/Branch Chief, and the (IC) Scientific Director.

Your initial stipend will be \$_____ per (month/annum). Additional information concerning program provisions, required proof of citizenship or resident alien status, and other benefits is contained in the "Statement of IRTA Program Provisions" enclosed with this letter. Also enclosed is the "IRTA Traineeship Agreement" that must be completed to signify your acceptance of the Traineeship. Please read the Agreement carefully, sign and date the original, and return it to (the Designated IC Program Administrative Official) in the enclosed self-addressed envelope.

(Name/Appropriate Office) will contact you regarding arrangements for [**If applicable ICs should enter the following: a medical evaluation**], and will provide you with other pertinent information, as well as instructions regarding activation of your Traineeship.

We are looking forward to your participation in the NIH IRTA Program, and hope you will find it to be a rewarding experience.

Sincerely,

IC Scientific Director

or

Other IC authorized delegated official

Enclosures